A GUIDE TO WRITING SUCCESSFUL PROPOSALS FOR SERVICE-LEARNING GRANTS

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LEARNING OBJECTIVES

1. Define and examine components of a grant application
2. Develop a problem statement, SMART goals, and objectives that are aligned with a service-learning project
3. Create methods and procedures that are aligned to the objectives

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Components of a Grant Application

- Cover Letter
- **Needs Statement**
- **Goals and S.M.A.R.T. Objectives**
- **Methodology and Program Design**
- **Budget and Budget Narrative**
- Evaluation
- Sustainability
- Letters of Support

Identifying the Needs

- **What is the specific need that my organization, school, or classroom will address with this grant project?**
- The needs should relate to your organization's mission or purpose.
- The goal is to capture the grant reviewers' attention through current quantitative and/or qualitative data.
- Use research to substantiate your claim.
- Tell your story.

Goals

- **What do I hope that my organization will accomplish through this grant project?**
- It is broad, abstract, and difficult to measure.
- It is a visionary statement that demonstrates the hopes that you are seeking to accomplish.
- It should be directly aligned to your Needs Statement.

S.M.A.R.T. Objectives

- **What outcomes will help me to achieve my goals?**
- S.M.A.R.T. – specific, measurable, attainable, realistic, and time-bound.
- It should be written in quantifiable terms and specify the result of an activity.
- It identifies the target audience that will be included in the grant project.
- It should be attainable within the grant period.
- It should be directly aligned with at least one or more of your goals.

Activity

- **Needs Statement**
  - I am seeking grant funding for my organization because _____ (tell your story…what gaps should be filled?).
- **Goal**
  - *Decrease/Increase* (specific behavior) in (specific geographical area).
- **Objective**
  - By the end of the grant period, provide (target audience) with (a specific action/step/treatment that you are planning to implement).

Methodology or Program Design

- **How will my detailed plan help me to achieve my proposed objectives?**
- It provides the meticulous steps that will be executed to achieve the goals and objectives.
- Justify to the grant reviewers why you decided to utilize your method….it should be grounded in research and/or based on personal experience?
- Design activities (identify the use of any materials, equipment, facilities, etc.) that will move your treatment group to the desired results/outcomes.

Methodology or Program Design (cont.)

- Ensure the program design is directly aligned with the Needs Statement, Goals, Objectives, and Budget.
- Include a timeline containing the who, what, and when
  - Who – identify key personnel involved as well as those benefitting from the grant
  - What – identify the specific activities
  - When – identify specific dates (daily, weekly, monthly, etc.) when the activities will be executed

Example of Objective & Methods

- Objective 1:
  - Increase student enrollment by 20% by the 2021-2022 academic year.
- Methods:
  - The college will hire a part-time recruiter who will be responsible for recruiting aspiring school leaders located throughout Tennessee.
  - The faculty will host a virtual monthly open house and Q/A sessions targeting aspiring school leaders.

Activity

- Let's refer back to your Objective that you created in the last activity
- Objective 1:
    - _____

- Methods:
    - (Identify the specific steps and activities that you will carry out in order to achieve the above objective)

Budget and Budget Narrative

- **How does "my story" align with my proposed budget?**
- Ensure that your proposed budget does not exceed the grant application threshold.
- Round your numbers to whole dollars and avoid using cents.
- Research the cost of materials and supplies that will be included in your proposal….avoid inflating cost of items.

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