

GS 395-A or LS 690-A DEVELOPING SUCCESSFUL GRANTS

Valparaiso University

PROFESSOR

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WORKSHOP DESCRIPTION

This workshop will present strategies for preparing winning grant applications. Specifically, instruction will focus on organizing, writing, budgeting, and submitting grant proposals and describe appropriate strategies for negotiating a winning contract agreement.

REQUIRED TEXTBOOK & WORKBOOK EXERCISES

Miller, P. W. (2009). *Grant Writing: Strategies for Developing Winning Government Proposals, 3rd Edition*. Munster, IN: Miller and Associates, ISBN: 978-0-9673279-3-8. Note: The textbook and workbook must be purchased the first day of class. Cost: \$75.

OBJECTIVES

Each participant will:

- List winning grant proposal characteristics
- Locate and review potential grant RFPs related to a personal funding problem/need
- Analyze grant solicitations in terms of eligibility, purpose, and funds available
- Describe grant planning activities before release of the solicitation
- Prepare a compliance checklist, proposal outline, and schedule
- Prepare grant narrative that includes problem/need, objectives, methodology, and evaluation
- Complete all grant application standard forms
- Prepare grant budgets that include direct and indirect costs as well as matching funds
- Describe strategies to produce, assemble, and submit grant applications
- Evaluate grant applications according to specific review criteria

CONTENT OUTLINE

Government and Non-Government Funding

- Government Funding
- Non-Government Funding

Proposal Development Process—An Overview

- Activities Before the RFP/RFA Is Released
- Prewriting Activities after the RFP/RFA Is Released
- Write, Review, Rewrite, and Edit the Proposal Narrative
- Develop, Review, and Revise the Proposal Budget
- Produce, Assemble, and Submit the Grant Application
- Postsubmission Activities

Activities before the RFP/RFA Is Released

- Identify a Good Project Idea that Addresses a Problem/Need
- Develop a Proposal Prospectus
- Search for Funding Opportunities
- Review Potential Solicitations
- Gather Intelligence About the Solicitation
- Make a Preliminary Bid/No Bid Decision
- Develop a “Model” Solicitation
- Identify Proposal Director and Key Team Members

- Determine Needed Partners or Consultants
- Write the Preliminary Proposal Narrative
- Prepare Preliminary Proposal Budget

Prewriting Activities after the RFP/RFA is Released

- Review the Solicitation and Obtaining Necessary Clarification
- Make a Formal Bid/No Bid Decision
- Determine Availability of Proposal Writers and Reviewers
- Develop a Compliance Checklist
- Prepare a Proposal Outline
- Prepare a Proposal Schedule
- Hold a Strategy Meeting

Write, Review, Rewrite, and Edit Proposal Narrative

- Write Proposal Narrative
- Review and Rewrite Proposal Narrative
- Edit Proposal Narrative
- Tables, Figures, and Illustrations
- Proprietary Information

Preparing, Review, and Revise the Proposal Budget

- Direct Costs
- Indirect (Facilities and Administrative) Costs
- Cost Sharing
- Budget Detail and Narrative

Produce, Assemble, and Submit the Grant Application

- Produce and Assemble the Proposal
- Submit Grant Applications Through Electronic Means
- Submit Grant Applications by Mail, Commercial Carrier, or Hand Delivery

Postsubmission Activities

- Hold a Debriefing Meeting
- Government Agency Proposal Review Process
- Losing Grant Applications
- Winning Grant Applications
- Proposal Negotiations and Clarification
- Reports, Audits, and Closeout
- Winning Strategies for Funding Seekers: Final Thoughts

ATTENDANCE

- Attendance is mandatory for all classes.
- Instruction will begin promptly at 8:00 a.m. Participants are expected to be on time to class.

EVALUATION AND GRADING

To receive a passing grade, the student must:

- Attend all class sessions and participate in class discussion
- Complete all assigned in-class and outside reading, exercises, and assignments
- Complete all review questions at the end of each textbook chapter
- Complete a comprehensive final examination at the end of the course