

LS 490-A or LS 690-A DEVELOPING SUCCESSFUL GRANTS Valparaiso University

PROFESSOR

Patrick W. Miller, Ph.D.
Phone: 219-838-8333
patrickwmiller@sbcglobal.net

VU CONTACT

David Rowland, Ph.D.
Phone: (219) 464-5313
graduate.studies@valpo.edu

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