Grant Writing at HCC

An overview of grant procedures and HCC resources to help you write successful grants
Identify Possible Grant Projects

- Is your department or program doing anything new or innovative?
- Are shrinking budgets inhibiting program growth?
- Would you like to receive funding for a research project?
- Are you involved in any student-centered organizations on campus?
5 Aspects of Grant Writing

1) Researching

2) Relationship building

3) Writing

4) Submitting

5) Reporting
First Steps

- Define your project as narrowly as possible--1 pg. description
- Review HCC grants procedure (Development Office)
- Preliminary research--are similar projects being funded? Are there any opportunities for collaboration?
Possible Funding Sources

- Individuals
- Federal, state, and local governments
- Private, corporate, and community foundations
- Corporations
- Contact Development Office for guidance at this phase
Research

- Basic internet search
  - SPIN at ISU
- Network with others in your field
- Contact a librarian
- Grant catalog resources at HCC
Establish Contacts

- Visit, call or email the grant maker as appropriate
- Send “letter of inquiry” if appropriate or required
- Secure all grant application materials
Institutional Approval

- Once you have identified a prospective grant, contact Development office for help in receiving institutional approval

- Secure any additional forms (W-9, habitat agreements, reporting agreements) required by HCC and grant maker
Institutional Research

- Decide whether any HCC research is needed to support your proposal (demographics, student success, etc.)
- Contact Dana Rosenberg with specific inquiries
Other Research

Main research areas:
- Comprehensive budget
- Audience concerns & interests
- Measurement: Clear and Definable Outcomes

Poor research and lack of specifics equals no grant!
Write & Submit Your Proposal

- Letter of Inquiry if required
- Draft your proposal according to the grant maker’s specifications and requirements
- Contact Development Office for help organizing, drafting, or proofreading your proposal
- Submit proposal according to instructions
- Due dates are not optional!
Grant Reporting

- If awarded, most grant programs require specific reporting guidelines
- Outcomes: Measurable and definable results
- Establish a grant reporting system
Fun “Starter” Grant Opportunity

- National Wildlife Foundation “Chill Out” Grant for Campus Solutions to Global Warming
Future Workshop Topics

- Hands-On Research
- Writing
  - Project Descriptions and Need Statements
  - Goals and Objectives
  - Budgeting
Any Questions?

- Contact Development Office for paperwork & procedures
- Contact HCC library for research help
- Contact Institutional Research for help with HCC research
- Contact Matt Felumlee in HFA for help organizing, writing, revising
Appendix 1: Research

- Federal grants database [www.grants.gov](http://www.grants.gov)
- USA.gov [www.usa.gov](http://www.usa.gov)
- GrantsNet [www.hhs.gov/grantsnet](http://www.hhs.gov/grantsnet)
- US Dept of Ed [www.ed.gov/GrantApps](http://www.ed.gov/GrantApps)
- National Science Foundation [www.nsf.gov/funding](http://www.nsf.gov/funding)
Foundations

- The Foundation Center  
  www.fdncenter.org
- TheGrantStation  www.grantstation.com
- Guidestar  www.guidestar.org
Corporations

- Corporation web sites
- Corporate Giving (many outdated links)
  www.internet-prospector.org/corp-giv.html
Appendix 2: Proposal Writing

- Common Sections:
  - Title
  - Executive Summary (1 pg)
  - Organizational Information (1-3 pages)
  - Statement of Need (2 pages)
  - Project Description (3 pages)
    - Goals, Objectives, Methodology, Sustainability
  - Budget (1-2 pages)
  - Evaluation (1 page)
Proposal Writing Tips:

- Avoid jargon and acronyms
- Use “buzz words” only when appropriate
- Be succinct
- Know your audience
- Follow formatting instructions exactly
- Draft and revise
- Seek out peer review