**Grants  & Resource**

D   e   v   e   l   o   p   m   e   n   t

**Grant Development Training Outline**

Applicants submit a concept paper with fundamental project ideas, evidence of alignment with college priorities, and preliminary investigation into best practices. Concept papers are reviewed to determine which individuals will participate in the 8-week cohort training. Participants agree to attend all training meetings, complete outside work, and write a grant proposal eligible for submission to a funding agency by the end of training. Sessions are weekly for approximately 3 hours each and can accommodate a cohort of up to 15 individuals.

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|  | **Focus** | **Resources** | **Outcomes** |
| **1** | **GRANTS OVERVIEW*** Developing goals, objectives, activities, measures, and outcomes

**Homework:** *Outline project goal(s), objectives, activities, outcomes* | Electronic TemplatesProposal ExamplesObjective development  worksheetGrant Terms Glossary | Participants recognize basic elements of a proposal.Participants demonstrate knowledge of creating a measurable objective. |
| **2** | **FINDING FUNDING OPPORTUNITIES*** Refinement of goals, objectives & activities
* Researching grant opportunities
* Read & outline a Request for Applications (RFA)

**Homework:**  *Write goal, objectives, activities, outcomes;* *Outline Proposal requirements* | Federal and private  grant websitesRFA examplesSample RFA instructions  outline | Participants demonstrate ability to outline pertinent elements of an RFA.Participants demonstrate ability to find funding opportunities online. |
| **3** | **NEEDS STATEMENT*** Writing Tips
* Literature Review/Best Practices – resources
* MJC Data

**Homework:**  *Draft Needs Statement*  | Government databasesInstitutional dataGrant examples  | Participants demonstrate ability to illustrate critical data and succinctly analyze its pertinence. |
| **4** | **BUDGET & OUTSIDE COMMITMENTS** * Budget formats
* Budget Narratives
* Partnerships & Letters of Commitment

**Homework:** *Draft project budget; Draft Letters* | Budget templateBudget narrative exampleSample letters of  commitment | Participants can identify preliminary budget estimates for project elements. Participants can identify potential project partners. |
| **5** | **WORK PLAN & EVALUATION PLAN*** Activity and Timeline models
* Measures, methods and outcomes
* Logic Models

**Homework:** *Draft work & evaluation plan; Rough draft* | Logic Model ExamplesObjectives & measures  worksheetSample Work plans | Participants identify various formative and summative evaluation measures.Participants demonstrate ability to link objectives to measurable outcomes. |
| **6** | **MANAGEMENT PLAN, ABSTRACT & SUBMISSION REQUIREMENTS*** College/District capacity statement
* Submission requirements
* Writing the Abstract

**Homework:** *Draft Abstract; 2nd draft; Get 2 readers to review proposal* | College org chartsDistrict grant management  PoliciesAbstract samples | Participants demonstrate ability to outline critical project elements for Abstract |
| **7** | **Review/Writing Assistance** |  |  |
| **8** | **Share Final Drafts** |  |  |