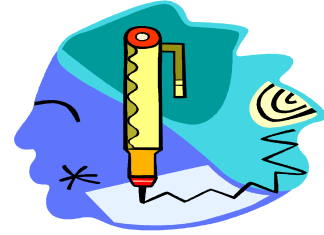


Writing a Proposal for a Technology Grant

Writing grants for acquiring technology is much the same as writing grants for other purposes. The more concrete, descriptive, and outcome-based your grant proposal is, the easier it will be for grantors to understand and evaluate your proposal.



Prepare

The time you put into the preparation of your grant proposal will help to clarify your thoughts and make the actual writing process easier.

Your preparation should include:

- a clear statement of the need and your objectives and goals
- a description of who will benefit from the funded program
- an articulated plan of action
- an accurate budget
- a complete review of proposal guidelines

Know Your Funder

The more you know about your funder, the easier it will be to write a proposal that will be of interest to that funder. Here are some research tips:

- Find out what interests a specific funder and tailor your grant proposal to be consistent with the funder's purpose and goals.
- Contact funders directly and determine who can address your questions.
- Find out how proposals are reviewed and how decisions are made.
- Take advantage of any technical assistance your funder provides.
- Request proposal guidelines and a list of previously funded projects.

Writing the Proposal

Once you have a clear idea of what you would like to accomplish with grant funds and understand what is important to a particular funder, writing the grant proposal should be straightforward. Here are steps to follow:

- Choose a format that is easy to understand.
- Start with a brief summary of your proposal.
- Use language that anyone can follow.

- Describe your project in terms that will convey your vision and how it will improve a particular situation.
- Detail how you and your staff will implement the plan.
- Describe how you will evaluate your project, including your criteria for success.

Details, Details, Details

As you near the deadline for submission,

- Read all the instructions for the grant.
- Give yourself ample time to research, write, and complete your proposal.
- Submit all the requested material by the specified date.

Additional Resources

Writing Your Proposal

www.vernier.com/grants/proposal.html

Techsoup.org – The Technology Place for Non-profits

<http://www.techsoup.org/howto/>

Non-profit Guides

<http://www.npguides.org/>

Basic Elements of Grant Writing

<http://www.cpb.org/grants/grantwriting.html>

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