

# How to Write a Grant Proposal

by

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## National Endowment for the Arts

\$1000 - 3,000 (Individual)

\$700,000 (Music Technology)

## Colorado Commission on Higher Education

\$50,000 (Jazz Studies)

\$2.5 Million (Music Technology)

## Local Grants

\$7500 (Jazz Festival)

\$6000 (Jazz Festival)

## Foundation Grants

\$750,000 (Monfort Foundation)

\$30,000 (Schram Foundation)

## Foundations

Private (family/independent)

Community

Corporate

## Corporations

## Government Agencies

## Individuals

## Operating Foundations

A request for funding

A need

A document of 2-500 pages - usually defined

A story without you there

An idea that will keep the reviewer awake at 1:00 AM

A priority in your school, department, or program

A document that:

Speaks of behalf of the author(s)

Answers all questions it generates  
Persuades the reader to the authors points of view

To provide additional equipment  
To bring guest artists on campus, in-residencies, etc.  
To construct additional rooms or buildings  
To bring multi-cultural events on campus  
To help reach those who cannot afford to attend concerts  
or workshops  
To take a faculty group to less populated areas  
To help students and faculty in areas of music technology  
To bring new ideas and concepts to music education

Planning, planning, planning!  
Research  
Writing  
Budgeting  
Providing supporting evidence  
Reviewing  
Submitting proposal on time

May be written at a higher level than needed  
May be written poorly  
May produce a false image  
May contain grammatical and spelling errors  
May not be objective  
May not follow specific guidelines  
May be submitted to the wrong organization

Mission Statement  
Goals of the Organization  
Program Overview

Eligibility Criteria  
Activities Not Funded  
Grant Amounts  
Matching Requirements  
Matrix

Obtain copies of successful proposals  
Call granting office for assistance  
Have several individuals involved  
Write down everything at first - brainstorm!  
Use database search engines - SPIN most used  
(Sponsored Programs Informational Network)  
Robert Payton Philanthropic Library  
InfoNet website

#### What

Is the need or problem that will be eliminated if the request is granted  
Does not exist now that will be produced and will remain when the money is gone

#### How

Will the money be spent  
Much money is needed

Define the problem, explain the need  
Outline what needs to be done - explain the outcomes you expect  
Explain the values which are inherent in your organization! "I believe in this because..."  
Affirm your organization exists to help realize these values and carry out the solution.

Annual Register of Grant Support  
The Foundation Directory

National Data Book on Foundations  
Corporate Foundation Profiles  
Directory of Donors  
National Directory of Corporate Giving  
Foundation Center Computer Databases  
Foundation Center Cooperating Collections Network

Commitment to your funding needs  
Geographic limitations  
Range of award size  
Types of organizations  
Special population groups  
Award restrictions  
Possibility of personal or phone contact  
Availability of annual reports (IRS 990-PF)  
Matching or cost-sharing requirements

Address the one page letter to a specific person by name

Include:

- Title of project
- Objectives (outcomes)
- Request for assessment of enclosed summary
- Reference to a follow-up phone call
- Avoid references to cost

Project title  
Duration dates  
Problem (or need) statement  
Objectives (outcomes)  
Proposed solution  
Staff (if appropriate)  
Rationale (if appropriate)  
Budget estimate

Cover Sheet  
Abstract (1/2 page)  
Problem (need statement)

Objectives (outcomes)

Proposed solution (method or procedure)

Evaluation

Budget and budget explanation

The following may be options: Table of contents, Introduction, Impact of Grant, Rationale, Staff, Facilities, Future Funding, Description of Organization, Appendices