**Grant Writing**

Instructors: Shobhana Chelliah, Hali Dardar

This workshop on grant writing will be organized as a series of interactive sessions focused on reading solicitations and how to interact with grant organizations, build representative proposal teams and establish strong letters of support, planning and budgeting, writing and proofing, and understanding guidelines for submission and deadlines. For organizations planning to submit a grant application, we will discuss aligning the organization’s strategic plan with funding sources.

Bring your specific goals, ideas for projects, and outlines of activities for discussion. Participants will begin to draft sections of a mock proposal and impact statements of their projects and receive personalized feedback on proposal drafts. Students will take away from this course additional knowledge to advance existing grant writing skills into larger grant proposals; and processes, templates, and confidence to first time writers.

**Where and when​:**

Our classes will be held M-Th. Each class is 90 minutes long.

Resources and readings on our shared drive

* Videos on grant writing from NSF for documenting languages: <https://www.youtube.com/playlist?list=PLx12labZqbzGbA0rQU0xg5cMzz9rp_dqY>
* Sample grant proposals for NEH: <https://www.neh.gov/grants/preservation/documenting-endangered-languages>

**Monday: Introductions, Selecting a Grant, Understanding Guidelines**

* Introductions: Instructors and Students
  + Questions for students
* Introduction to the day:
  + Why are grants offered?
  + Grant writing and submission processes going from ideal to not so ideal.
  + Reasons to apply.
  + How funding supports current needs or creates ideas for new needs.
* Handouts: NSF, ANA, NEH, IMLS grants
* Discussion: What kinds of grants will you apply for, have you applied for?
* Exercise: read and discuss solicitations from some of the these funders NSF, ANA, NEH, IMLS with following areas of focus:
  + Goals of the funders
  + Proposal outlines
  + Deadlines
  + Specific foci / language / culture / concerns of the funders
* Homework:
  + Watch: [DEL Outreach Video Series: 2.3 Collaboration](https://www.youtube.com/watch?v=f-zFFBvWdMo)
  + Write a tweet-sized concept for your proposal.
  + Start a project timeline, and think about what you might need to achieve your project goals. Who do you need on your team, how much time will they need to work on the project, what equipment will you need? Will you need space or need to plan travel?

**Tuesday: Planning, Describing the need, Interacting with organizations**

* Introduction to the day:
  + Bringing community input into proposal conceptualization and submission.
  + Writing descriptive Letters of support
  + Developing project timeline
  + Developing a project pitch that addresses the need
  + Contacting the program officer
* Handouts: letter of support template, gantt spreadsheet
* Discussion:
  + Have you ever contacted a program officer? At what stage did you contact them? How did you contact them? What was it like?
* Exercise: create a project plan/timeline, and practice contacting program officers and collaborator with the pitch
* Homework:
  + Watch: [DEL Outreach Video Series: 3.5 Budgeting](https://www.youtube.com/watch?v=yxGdTRzIyMY&list=PLx12labZqbzGbA0rQU0xg5cMzz9rp_dqY&index=21&t=0s%5D.)
  + Draft a partners paragraph that outlines collaboration
  + Refine project plan/timeline, noting funding needs.

**Wednesday: Budgets, and parts of a grant**

* Introduction to the day:
  + Parts of a grant
    - Timeline
    - 2 paragraphs
    - Deliverables
    - Project narrative
    - Budget narrative
  + Sharpening the first paragraph
  + Budgets
  + Allowable expenditures
* Handouts: Sample budget, sample proposal
* Discussion:
  + Budgeting to accomplish goals
    - Write the budget last, unless you need to...write the budget first
  + Who can help with this section
* Exercise: Bring in a proposal to discuss with the class.
* Homework:
  + Watch this video on what tanks a proposal: <https://youtu.be/veJ6kd4Vd_Y>
  + Draft Budget spreadsheet and outline narrative
  + Refine project narrative from timeline, partnership paragraph, and project pitch

**Thursday: Writing, Proofing, Interpreting Feedback**

* Introduction to the day:
  + Writing and proofing
  + Understanding guidelines for submission and deadlines
  + Organization receiving grant -- how fits in with regulations of funder and organization.
    - Check again -- aligning the organization’s strategic plan with funding sources
  + Reading reviews and understanding comments
    - Who is on a grant reviewing panel, and how were they selected?
* Handouts: Sample reviewer comments
* Discussion: read reviews and unpack reviewer comments.
* Exercise: Peer review
* Workshop evaluation and group picture

The instructors will work with Colang to provide reasonable accommodations to participants with disabilities. Please notify the instructors if you require accommodations.