

Who does what in the grant writing process?

Program Person/Staff:

Role of the Program Person:

- Operates the program, and annually, or more often, applies for grants.
- Knows specific program area and funder.
- Knows needs/problems program addresses; what constitutes a significant or innovative approach in the specific discipline or field, and what language could be “politically incorrect” with the funding agency

Respective Tasks of Program Person:

- Designs projects which address needs in a particular program/discipline area or those of a particular sub-population.
- Collects demographic and other data, pertaining to the program area, for use when applying for grants.
- Maintains a calendar or 3-month tickle file alerting availability of upcoming potential grants.
- Arranges for market-value appraisals, availability and permission for use of space, facilities, equipment and personnel useful to the specific program to meet inkind matching requirements, as necessary.

When responding to a Request-for-Proposal the Program Person:

- Calls funding agency for additional information.
- Designs project.
- Begins preparing Needs-Objectives-Methods-Evaluation-Budget or other RFP-specific chart.
- Lines up administrative permissions, cash match, inkind, partnership agreements and letters of support.
- Pulls from the files demographic and other data, boilerplate proposal sections, etc., appropriate for this proposal. Obtains any necessary additional data or information.
- Writes proposal, guided by planning chart, seeking periodic advice, review and feedback from grant officer.
- Completes securing agreements, permissions and signed forms.
- Assembles and works with team of mock reviewers.
- Revises or rewrites sections based on scoring and feedback from mock review team.
- Assembles necessary copies for distribution to the state clearinghouse [single-point-of-contact], internal grants office and others. Sends the original and required number of copies by registered mail to the funding agency.

Grants Officer/Office:

Role of the Grants Officer/Office:

- Assists the organization [or in large districts, the department] in finding and applying for grants.
- Has general knowledge of programs and funders.
- Familiar with Educational Department General Administrative Regulations [EDGAR]; Office of Management & Budget [OMB], General Education Provisions Act [GEPA] and other rules, and how to avoid potential audit problems.

Respective Tasks of Grant Officer:

- Alerts program staff as notified of potential funding sources for their respective programs.
- Collects general demographic and other data for use by program staff when applying for their respective grants.
- Maintains a calendar and/or 3-month tickle file alerting availability of all upcoming grants.
- Arranges for market-value appraisals, availability and permission for use of space, facilities, equipment and personnel to meet inkind matching requirements, as necessary, or assists program personnel in this effort.

When Responding to a Request-for-Proposal the Grant Officer:

- Provides general guidance in the current grant application process, points to be emphasized in the narrative and approvals/coordination needed. Suggests assignment of tasks and internal deadlines.
- Reviews draft of Needs-Objectives-Methods-Evaluation-Budget or other RFP-specific chart and advise.
- Upon request, assists program person, as necessary, in lining up administrative permissions, cash match, inkind partnership agreements and letters of support.
- Shares relevant demographic and other data, boilerplate proposal sections, etc., appropriate to this proposal.
- Offers and provides assistance, and editing services to project proposal writer.
- Assists in securing agreements, permissions and signed forms.
- Assists in assembling and working with team of mock reviewers.
- As requested, assists with revisions suggested by results of mock review.
- Assists, as needed, with the assembly of necessary copies for distribution to the state clearinghouse [single-point-of-contact], internal grants office and others. Advises on the final package before mailing. Receives an office copy.