

GRANT WRITING 101 HANDOUT

Objectives

1. Understand the grant life cycles
2. Provide tools to craft stronger grant proposals

Grant Life Cycles - <https://www.grants.gov/learn-grants/grants-101/the-grant-lifecycle>

3 Cs of Writing – Clear, Concise, Consistent

1. Plain language: <https://www.plainlanguage.gov/guidelines>
2. AP Stylebook: <https://www.apstylebook.com>
3. Chicago Manual of Style: <https://www.chicagomanualofstyle.org/home.html>

Editing Software

1. Grammarly (*Clear, Concise*) - <https://www.grammarly.com>
2. PerfectIt (*Consistent*) - <https://intelligentediting.com>
3. Hemingway Editor (*Clear, Concise*) - <https://hemingwayapp.com>

Illinois State Board of Education, Early Childhood Department –

<https://www.isbe.net/Pages/Early-Childhood.aspx>

Registering with SAM.Gov - <https://sam.gov/content/entity-registration>

1. Federal Service Desk - https://www.fsd.gov/qsafsd_sp
2. ISBE SAM help - <https://www.isbe.net/Pages/Grant-Accountability-and-Transparency-Act.aspx>
3. Illinois APEX Accelerator Search - <https://viewer.blipstar.com/blipstar?uid=240677&rc=&width=auto&tagshow=showall>

Subscribe to ISBE Newsletters - <https://www.isbe.net/subscribe>

ISBE Early Childhood RFP Announcements - <https://www.isbe.net/Pages/RFPs.aspx>

Grant Accountability and Transparency Act (GATA)

1. GATA - <https://gata.illinois.gov/>
2. GATA Learning Management System (LMS) - <https://gata.illinois.gov/training.html>
3. ISBE GATA help - <https://www.isbe.net/Pages/Grant-Accountability-and-Transparency-Act.aspx>

Preparing for Post-Award - What You Need to Know by Kristen Krey

<https://www.youtube.com/watch?v=FB1rLQ3Jhjo&feature=youtu.be>

Illinois Secretary of State - <https://www.ilsos.gov/>

Become an ISBE Grant Evaluator - <https://shorturl.at/gKQW>

Resources –

1. ISBE Sample Responses: <https://www.isbe.net/Pages/RFPs.aspx>
2. Grants Professional Association (GPA): <https://grantprofessionals.org/default.aspx> GPA Chicago: <https://gpa-chicago.org/> GPA Consultant Directory: <https://grantprofessionals.org/search/custom.asp?id=5900>
3. Grant Books
 - a. *Influence: The Psychology of Persuasion* by Robert B. Cialdini, PhD
 - b. *Writing to Win Federal Grants* by Cheryl L. Kester, CFRE & Karen L. Cassidy, GPC
 - c. Dr. Beverly Browning: *Grant Writing for Dummies, Perfect Phrases for Writing Grant Proposals, Fundraising for Dummies*

Frequently Asked Questions

1. What reading level do you suggest for grants?
7th or 8th grade.

2. How many people normally serve on a panel for a proposal? Does this depend on the grant?
Three people. However, this is at the discretion of the funder.

3. I am interested in being a grant evaluator. Would you mind emailing me any additional advice/information on that?

Illinois State Board of Education Grant Evaluator Application: <https://shorturl.at/gKOQW>

4. I thought ISBE had sample RFPs from the past that were funded on their website
They do, and they are available on ISBE's website. The examples are under the FY24 RFP Information section. <https://www.isbe.net/Pages/RFPs.aspx>

5. I did register for SAM. However, it did want me to register under a company with a tax ID. Is there a way to register as an individual?

Contact the Federal Service Desk. Hours of Operation - Monday - Friday 8 a.m. to 8 p.m. ET at 866-606-8220

6. Are there any other workshops or upcoming events that are recommended to learn and understand ISBE grants? Or sites to gain that knowledge?

Check out ISBE's News and Updates: <https://www.isbe.net/Pages/Early-Childhood.aspx>

Subscribe to ISBE's Weekly Message: <https://www.isbe.net/subscribe>

The archives are also available online: <https://shorturl.at/rGX58>

7. How far back do records go? We had a grant many moons ago and would like to see what was inputted.

ISBE's records are kept on-site for the life cycle of the grant competition.

8. How do you address applying when the organization is split on if the organization should apply for a grant or not?

Organizations should conduct a needs assessment to inform you of your grant readiness.
<https://www.isbe.net/Pages/Knowing-Where-to-Begin.aspx>

9. Is it possible to be an evaluator if your organization is responding to an RFP? Is this a conflict of interest? Or can you recuse yourself if this were to occur?

This is considered a conflict of interest. Refer to the Section II.C.5 of the [ISBE Merit-Based Review Policy](#).

10. How long does the entire grant life cycle process take from start to finish?

The funder determines the length of time.