PPA 520 / Group Activity Worksheets

The following worksheets were designed to help you and your team focus on the key tasks for the grantwriting project. You may find them useful for planning your project’s major tasks. The worksheets are not meant to be comprehensive and are only intended as guides to enable your work. You and your team are finally responsible for ensuring that you deliver, on time, an effective grant presentation and a high quality proposal.

Use each of the worksheets for the week indicated at the top of the sheet. Review all the sheets at the beginning of the term so that you can anticipate major tasks before they become due.

Elements of a grant proposal:
• Cover letter
• Title page
• Table of contents
• Summary
• Introduction
• Needs statement (problem statement)
• Goals and objectives
• Methods
• Evaluation plan
• Budget
• Future funding (& plans for the future, if appropriate)
• Appendices (your proposal may not have to include all of these items):
  • Resume of the Executive Director or the Project Director
  • List of members of the board
  • News articles about the NPO or the problem / need
  • Letters of recommendation
  • Statistical data
  • Organization’s brochure, mission statement, and fact sheets
  • List of past grantees to the NPO
  • NPO’s current operating budget
  • Recent form 990 copy
  • NPO’s articles of incorporation and current bylaws
| Did you collect the names, E-mail addresses, & telephone numbers of your team members? | Broadly, the goal of your project is to… |
| Who will be the team’s primary contact(s) for the NPO? | The name & phone number of the contact person at the NPO is: |
| Who will research - funding sources? - other similar NPOs? | |
| Who will write the - needs statement? - goals & objectives? | Draft needs statement; goals and objectives will be ready by: |
| What case resources does the team need? | |
| Who will collect the case resources? | |
| Will your team need to meet again before the next class? If yes, when? | |
**Preparing for the needs statement:**

<table>
<thead>
<tr>
<th>Answer this question in no more than two sentences: ‘Why should a donor care about the need that your project will be addressing?’</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you complete worksheet 3.1A in the Carlson text?</td>
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<tr>
<td>Create 2 or 3 working titles for your project:</td>
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</table>
### Group activity for week 4

<table>
<thead>
<tr>
<th><strong>All team members must search funding databases and do prospect research (studying charitable foundations, corporate foundations, corporations, local businesses, and suppliers to the NPO)</strong></th>
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<table>
<thead>
<tr>
<th><strong>List 5 funding sources that you want to research in depth.</strong></th>
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<tbody>
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<td>1</td>
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<td>2</td>
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<td>3</td>
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<td>4</td>
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<td>5</td>
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<table>
<thead>
<tr>
<th><strong>Who is collecting the funder information?</strong></th>
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<tr>
<th><strong>The funder information should be distributed among all team members and the team may have to set some criteria for selecting the first and second funding prospects.</strong></th>
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<table>
<thead>
<tr>
<th><strong>What are the tentative goals of the project (no more than 3)?</strong></th>
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</table>
**Group activity for week 5**

*Remember, you will be writing a full-proposal, a letter proposal, and a letter of intent.*

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Which funder is your first choice for sending a proposal to? Why?</td>
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</tr>
<tr>
<td>Which funder is your second choice for sending a proposal to? Why?</td>
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<tr>
<td>Do you have detailed guidelines for funding from these two sources?</td>
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<tr>
<td>When are their next deadlines?</td>
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<tr>
<td>Make a detailed list of all the information you need to collect before you start writing the proposal.</td>
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<tr>
<td>Divide up the work of writing up the different parts of the proposal.</td>
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<tr>
<td>You will make a final presentation to the class based on your proposal in week 10. When does your group want to have drafts of the proposal &amp; letter of intent ready?</td>
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<tr>
<td>What is the tentative title of your proposal?</td>
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Group activity for week 6

<table>
<thead>
<tr>
<th>What is the title for your project?</th>
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<tr>
<th>The ‘summary’ section should be written last. Make sure you have enough time after you have finished the proposal to write this section.</th>
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</table>

<table>
<thead>
<tr>
<th>Which team members will be writing the following sections of the proposal?</th>
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</table>

- Introduction
- Methods
- Evaluation
- Future Funding
- Budget

<table>
<thead>
<tr>
<th>List the items you will include in the appendix to the proposal:</th>
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<tr>
<th>Who is working on the ‘letter of intent’?</th>
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<table>
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<tr>
<th>When do you expect to have the draft LOI ready?</th>
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### Group activity for week 7

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>By what methods will this project be implemented?</td>
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<tr>
<td>What is the rationale for these methods?</td>
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<tr>
<td>What are the main points in your evaluation section?</td>
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<tr>
<td>Who is collecting the budget information?</td>
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<tr>
<td>Who is writing the budget section of the proposal?</td>
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<tr>
<td>What are the main groups of items for your budget? (Example: staff)</td>
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<tr>
<td>What are the 1 or 2 sources of future funding?</td>
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<tr>
<td>What is the rationale for the selection of these sources?</td>
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<tr>
<td>List the items you will include in the appendix to the proposal:</td>
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<tr>
<td>Please finalize dates and times for practicing your presentation.</td>
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<tr>
<td>All team members must participate in the delivery of this presentation.</td>
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**Group activity for week 8-9**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Does the foundation impose a page length for your proposal?</td>
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<tr>
<td>If not, what is the page length of your proposal?</td>
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<tr>
<td>Outline on another sheet of paper the following sections:</td>
<td></td>
</tr>
<tr>
<td>• Introduction</td>
<td></td>
</tr>
<tr>
<td>• Methods</td>
<td></td>
</tr>
<tr>
<td>• Evaluation</td>
<td></td>
</tr>
<tr>
<td>• Budget</td>
<td></td>
</tr>
<tr>
<td>• Future Funding</td>
<td></td>
</tr>
<tr>
<td>• Conclusion</td>
<td></td>
</tr>
<tr>
<td>• Summary</td>
<td></td>
</tr>
<tr>
<td>Who will write your cover letter? (The NPO’s Executive Director? Board member?)</td>
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<tr>
<td>Your deadlines:</td>
<td></td>
</tr>
<tr>
<td>• Draft full proposal</td>
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<tr>
<td>• Draft letter proposal</td>
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<tr>
<td>• Draft LOI</td>
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<tr>
<td>• Review &amp; revise</td>
<td></td>
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<tr>
<td></td>
<td>• Final full proposal, letter proposal, &amp; LOI</td>
</tr>
<tr>
<td></td>
<td>• Presentation slides &amp; outline</td>
</tr>
<tr>
<td>What will you be focusing on for the presentation? (You should not summarize the proposal)</td>
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<tr>
<td>It is recommended that at least two members of your team should proofread the full proposal</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td>Who is responsible for putting the package together?</td>
<td></td>
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<tr>
<td>Who is responsible for creating the files on disks?</td>
<td></td>
</tr>
<tr>
<td>Who is responsible for delivering 2 copies of the proposals, LOI, and disks to the instructor?</td>
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</tbody>
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