

# Grant Writing Seminar

## Module 1 Worksheet – Introduction to Grant Writing

*Remember: Be Encouraged!*

### Grant Writing Steps

1. **PREP.** Prepare for your grant writing process! You will need time to do proper researching.
2. **VET.** Verify that you are able to meet all requirements for the grant. Making a process map is helpful!
3. **GET.** Follow the directions exactly and gather all the materials needed for the grant into one place. Begin drafting your proposal.
4. **ASK.** Attend Q&A sessions (and any other meetings) hosted by the Grantor. Make sure your proposal is on target by asking and hearing the questions of others.
5. **SEND.** Finalize your proposal, gather all supplemental materials requested, and submit the grant by the deadline. Allow plenty of time for this technical step!
6. **WORK.** If award, prepare to launch your project as well as doing all the back-house work required by the grantor like the reporting.

### Grant Purpose Defined

Why does your project need money? \_\_\_\_\_

\_\_\_\_\_

What are your goals? \_\_\_\_\_

\_\_\_\_\_

### STAR Map

What is the SITUATION causing issues: \_\_\_\_\_

\_\_\_\_\_

What are the TASKs the situation demands?

Task 1. \_\_\_\_\_

Task 2. \_\_\_\_\_

Task 3. \_\_\_\_\_

What are the needed ACTIONS to fulfill the tasks?

Action 1. \_\_\_\_\_

Action 2. \_\_\_\_\_

Action 3. \_\_\_\_\_

What is the RESOLUTION once actions are completed? \_\_\_\_\_

\_\_\_\_\_

