

A group of children are standing in a circle on a grassy field, holding hands. The scene is brightly lit, suggesting a sunny day. The children are wearing casual clothing like t-shirts and shorts. The background is slightly blurred, focusing attention on the children in the foreground.

Components of a Grant Proposal

Needs Assessment

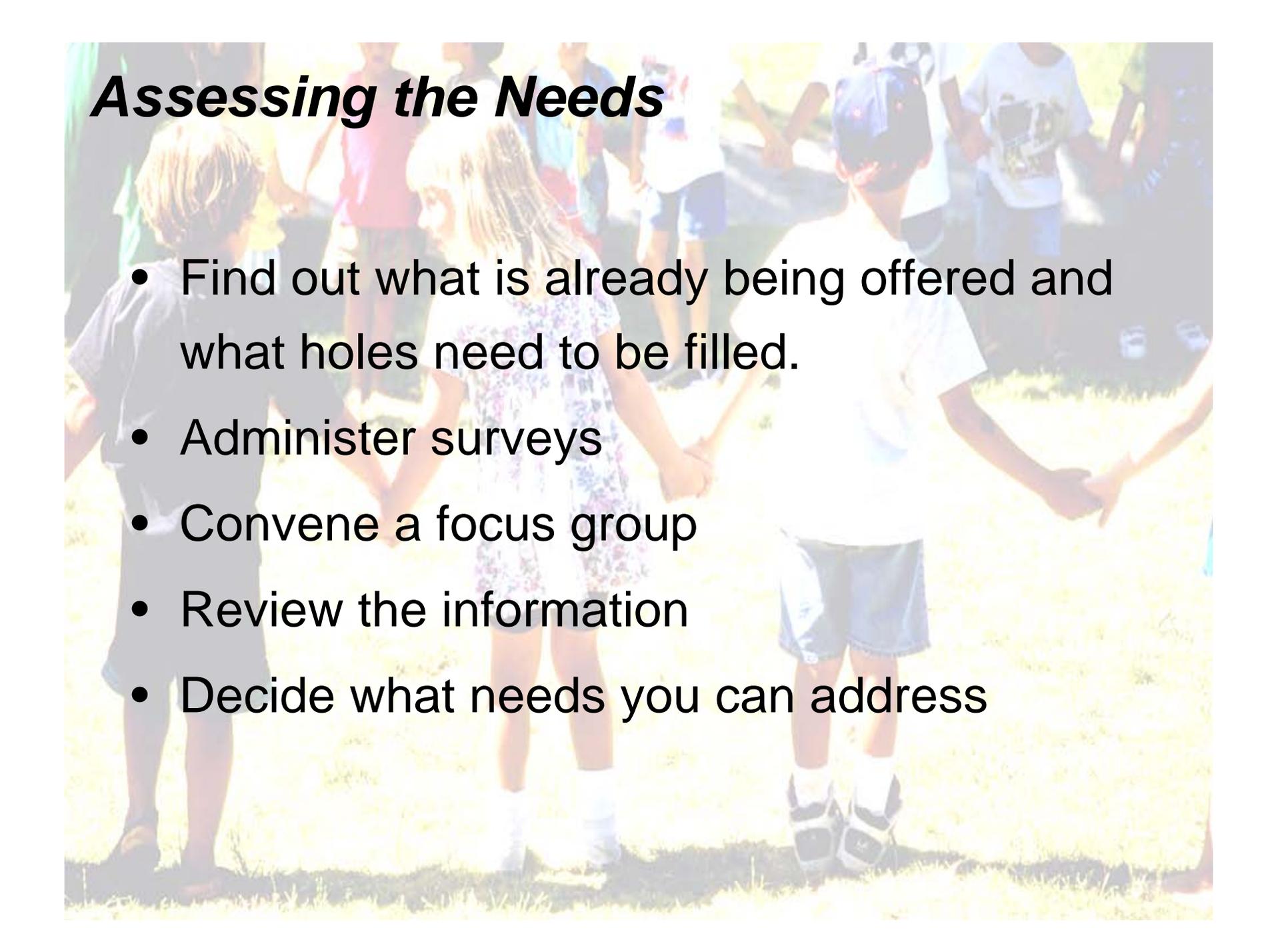
Project Design

Performance Measures

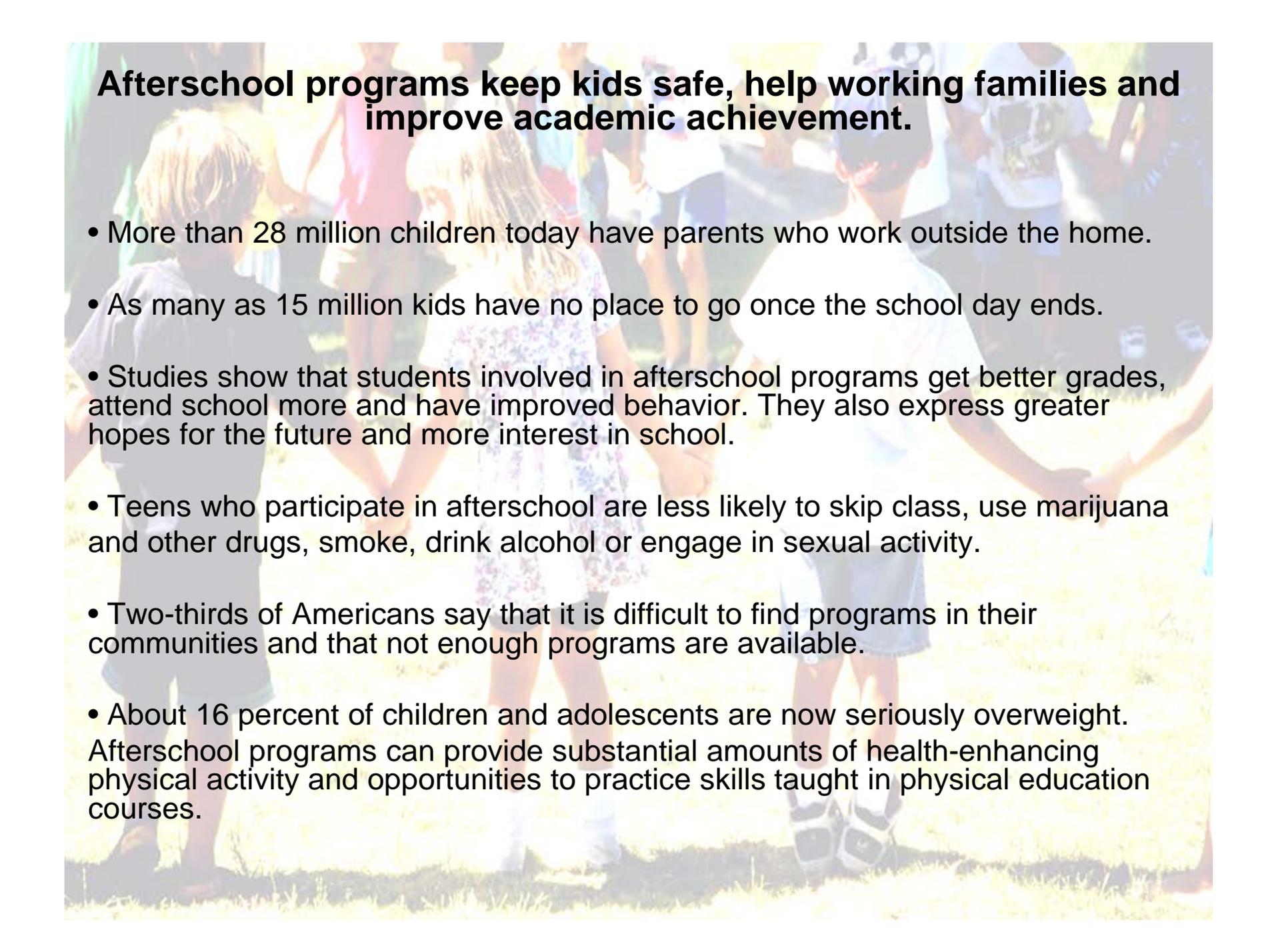
Effective Partnerships

Fiscal Responsibilities

Assessing the Needs

A group of children, including boys and girls, are standing in a circle on a grassy field, holding hands. They are dressed in casual summer clothing like t-shirts, shorts, and dresses. The scene is bright and sunny, suggesting an outdoor activity or gathering.

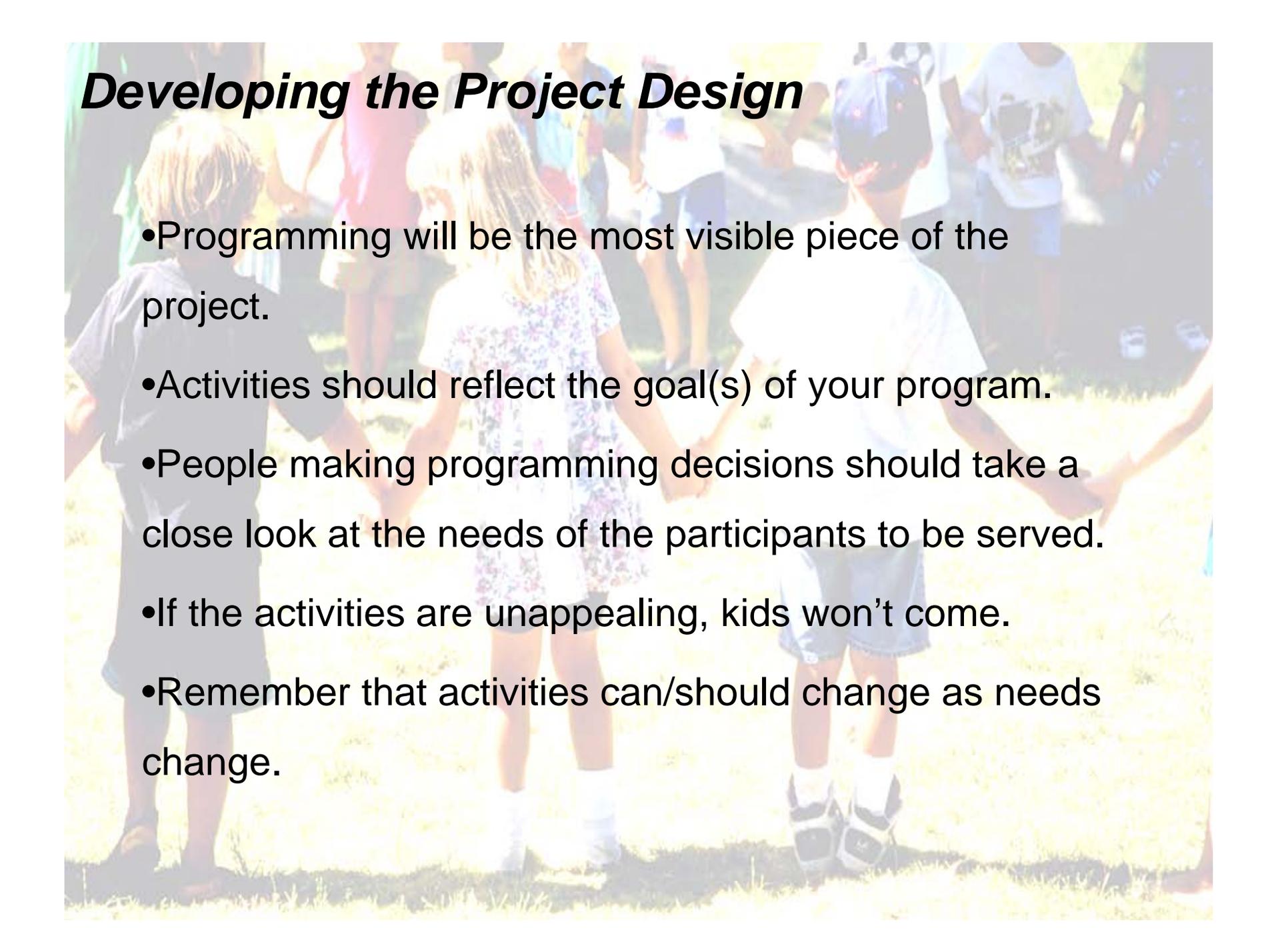
- Find out what is already being offered and what holes need to be filled.
- Administer surveys
- Convene a focus group
- Review the information
- Decide what needs you can address



Afterschool programs keep kids safe, help working families and improve academic achievement.

- More than 28 million children today have parents who work outside the home.
- As many as 15 million kids have no place to go once the school day ends.
- Studies show that students involved in afterschool programs get better grades, attend school more and have improved behavior. They also express greater hopes for the future and more interest in school.
- Teens who participate in afterschool are less likely to skip class, use marijuana and other drugs, smoke, drink alcohol or engage in sexual activity.
- Two-thirds of Americans say that it is difficult to find programs in their communities and that not enough programs are available.
- About 16 percent of children and adolescents are now seriously overweight. Afterschool programs can provide substantial amounts of health-enhancing physical activity and opportunities to practice skills taught in physical education courses.

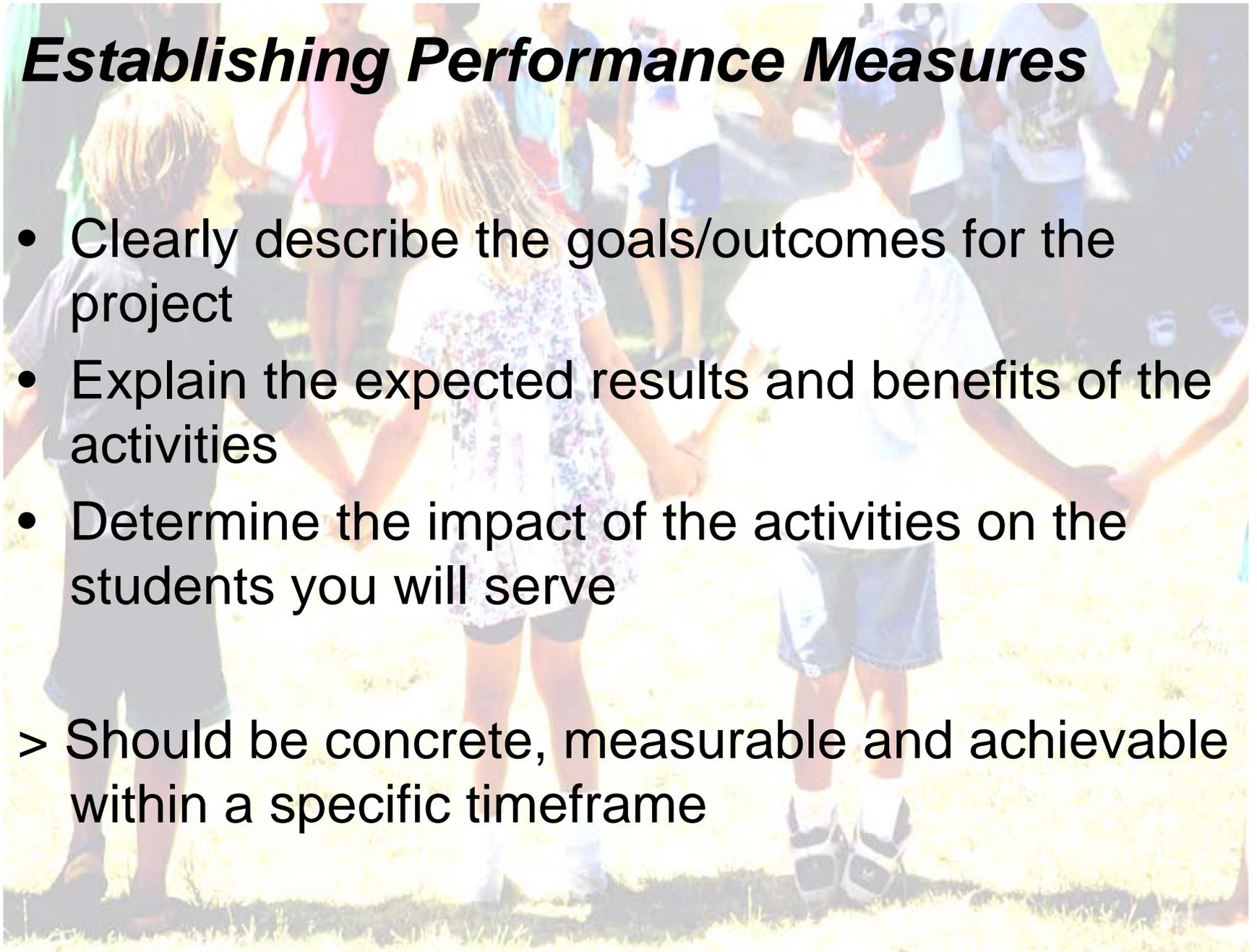
Developing the Project Design

A group of children, including a boy in a blue cap and a girl in a floral dress, are holding hands in a circle on a grassy field. The image is slightly faded to allow text to be overlaid.

- Programming will be the most visible piece of the project.
- Activities should reflect the goal(s) of your program.
- People making programming decisions should take a close look at the needs of the participants to be served.
- If the activities are unappealing, kids won't come.
- Remember that activities can/should change as needs change.

Establishing Performance Measures

- Clearly describe the goals/outcomes for the project
 - Explain the expected results and benefits of the activities
 - Determine the impact of the activities on the students you will serve
- > Should be concrete, measurable and achievable within a specific timeframe



A group of children, including a boy in a blue shirt and a girl in a floral dress, are holding hands in a circle on a grassy field. The image is slightly faded to allow text to be overlaid.

Establishing Partnerships

Establishing partnerships will be a very important aspect of any project.

Community-based organizations are required to form partnerships with LEAs, but in the same turn LEAs must seek out community partners.

A group of children of various ethnicities are standing in a circle on a grassy field, holding hands. They are dressed in casual summer clothing. The background is bright and slightly blurred, suggesting an outdoor setting. The overall tone is positive and collaborative.

Principles for Successful Partnerships

Child Care Partnership Project (<http://nccic.org/ccpartnerships>)

1. Have clear goals
2. Select indicators and performance measures to monitor efforts productivity
3. Involve students and families in development of program and activities
4. Include your key stakeholders from the beginning
5. Define partners roles and responsibilities

A group of children of various ethnicities are holding hands in a circle on a grassy field. The image is slightly faded to allow text to be overlaid.

Successful Partnerships (cont'd)

6. Communicate with partners
7. Be flexible
8. Draw on the strengths of partners
9. Make the project visible to the public
10. Maintain momentum and strive for sustainability

Possible Partner Organizations

Senior Citizen Centers

Museums, zoos, parks

Youth Organizations

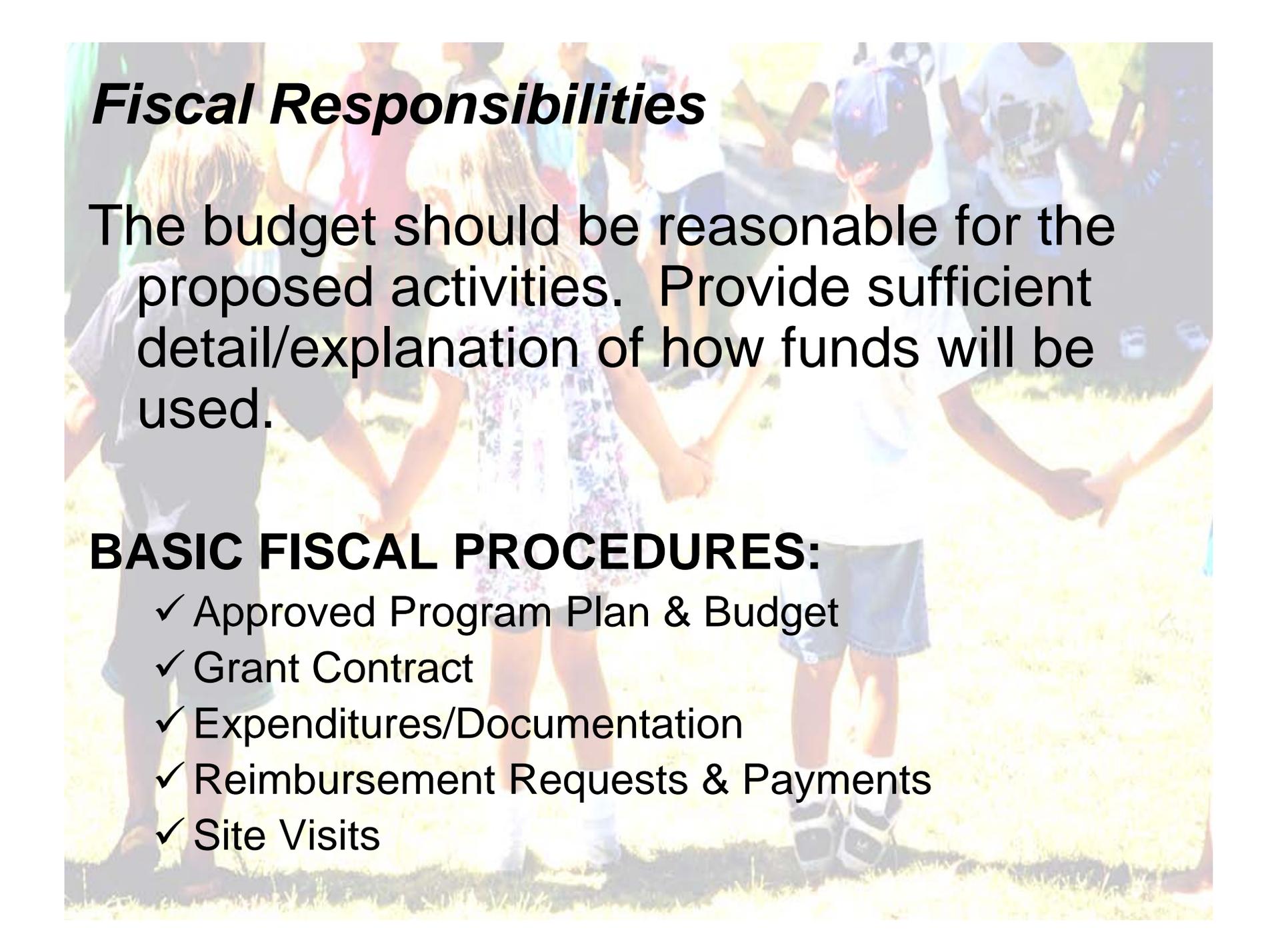
Civic, professional, volunteer groups

Local Businesses

Recreation Centers

Law Enforcement Agencies

Colleges/Universities

A group of children holding hands in a circle outdoors. The children are of various ages and are wearing casual clothing. The background is a bright, sunny outdoor setting with grass and trees.

Fiscal Responsibilities

The budget should be reasonable for the proposed activities. Provide sufficient detail/explanation of how funds will be used.

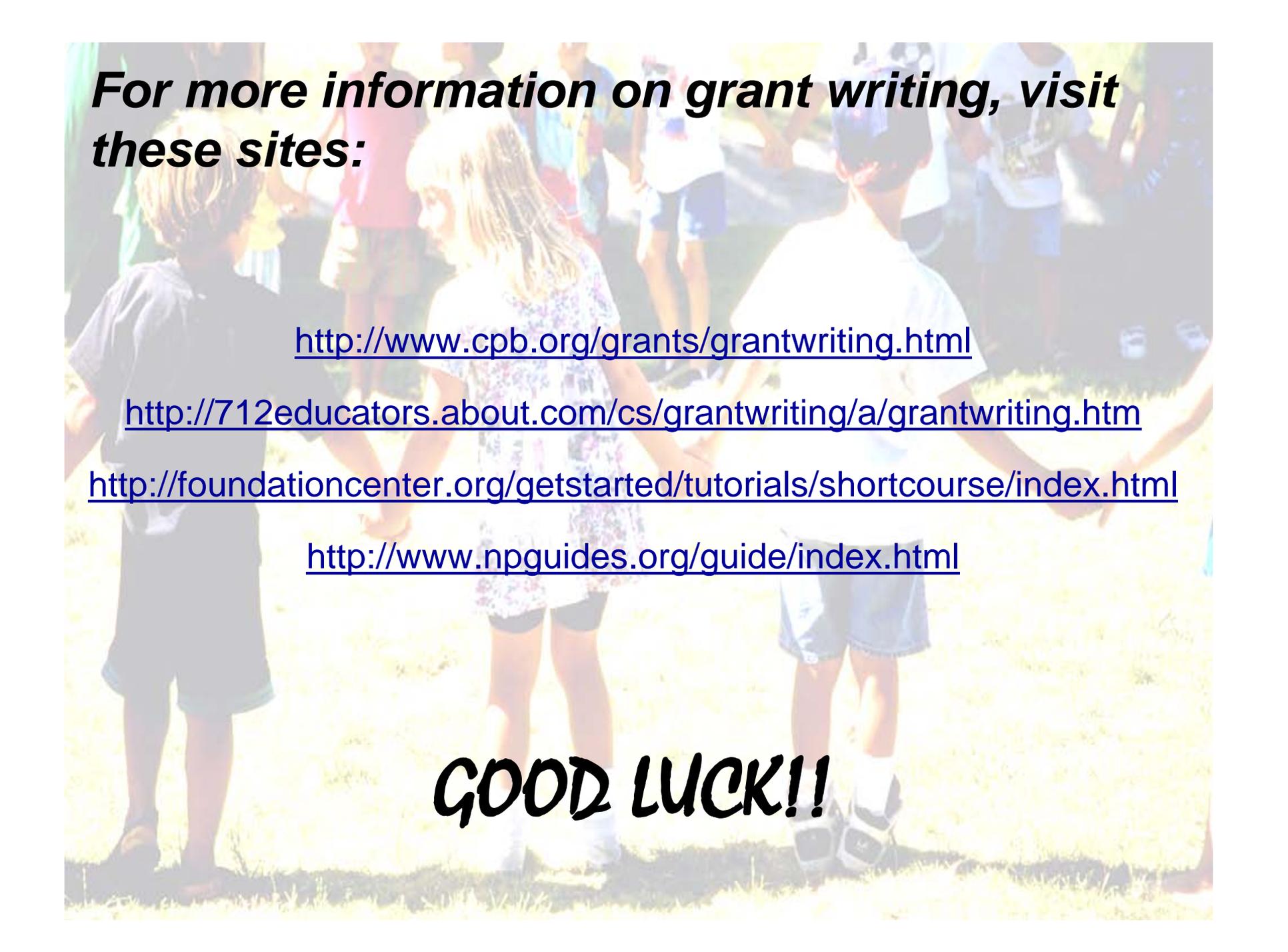
BASIC FISCAL PROCEDURES:

- ✓ Approved Program Plan & Budget
- ✓ Grant Contract
- ✓ Expenditures/Documentation
- ✓ Reimbursement Requests & Payments
- ✓ Site Visits

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Special Fiscal Areas of Concern

- Personnel
- Equipment & Supplies
- Contractual Services
- Travel
- **SUPPLEMENT vs SUPPLANT**

A group of children, including a boy in a dark shirt and shorts, a girl in a floral dress, and a boy in a white shirt and blue shorts, are holding hands in a circle on a grassy field. Other children are visible in the background, some wearing blue shorts and white shirts. The scene is brightly lit, suggesting a sunny day.

For more information on grant writing, visit these sites:

<http://www.cpb.org/grants/grantwriting.html>

<http://712educators.about.com/cs/grantwriting/a/grantwriting.htm>

<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

<http://www.npguides.org/guide/index.html>

GOOD LUCK!!