

Manitoba Network Environments for Indigenous Health
Research (NEIHR)

GRANT WRITING BASICS

Effective Grant Proposal Writing Practices and Manitoba
NEIHR Seed Grant Application Support for Community-Based
Non-Profit Organizations



What is a grant proposal?

- A written document that describes specific plans for a project, and asks for a sum of money (grant funds) to help pay for costs to complete the project
- Grant funds are used to:
 - Do research (explore, describe, explain)
 - Build a particular non-profit
 - Develop a community resource
 - Improve or advance something
- Grant funds do not need to be paid back



About Grant Proposal Writing

- ▶ Do not need to be a professional writer to write grant proposals
 - ▶ Research skills help when looking for grant opportunities and supporting information
 - ▶ Writing skills help with expressing ideas clearly, concisely, and creatively
- ▶ Success is in the details
- ▶ A well-written grant proposal is an indicator of a grant applicant's merit

A dark green arrow points to the right at the top left. Below it, several thin, curved lines in shades of green and grey sweep across the left side of the slide.

No Guarantees for Success

- Not all grant proposals will be accepted
- Many grant opportunities, but limited grant funds
- Grant proposal writing is a competitive process
- Following effective grant proposal writing practices will increase chances for success



Identify a Worthy Investment

- Show your project is sensible and meets organization mandate
 - An area of concern
 - A condition to be improved
 - A difficulty that needs to be resolved
 - A troubling question that needs to be investigated
- Be specific and convincing
- Identify what is important, critical or exciting
 - What are you going to do?
 - Who is going to benefit?
 - Why should they care?

A dark green arrow points to the right at the top left. Below it, several thin, curved lines in shades of green and grey sweep across the left side of the slide.

Focus on Impact and Outcomes

- Demonstrate value for investment
 - Find evidence to support the need for the project
 - Focus on a logical solution and impact – not the problem
- Tell a story that highlights the end results
 - Beginning – statement of the problem, need, opportunity
 - Middle – how your project offers a solution
 - End – specific results, outcomes, benefit for community

A dark green arrow points to the right at the top left. Below it, several thin, curved lines in shades of green and grey sweep across the left side of the slide.

Find the Right Funding Opportunities

- Different types of grants are available to support different types of projects
- Start with smaller grants and build capacity with experience
- Ensure the project aligns with the grant eligibility criteria, acceptance requirements, and grant provider's expectations
 - Geographic limitations
 - Time restrictions
 - Eligibility requirements
 - Supporting materials, documentation
 - Reporting requirements and timelines



Key Funding Sources

- ▶ Canadian Directory to Foundations & Corporations
<https://charityvillage.com/canadian-foundations/>
- ▶ Manitoba Grants Online
<https://www.gov.mb.ca/grants/>
- ▶ Manitoba Grant Watch
<https://manitoba.grantwatch.com/>
- ▶ The Winnipeg Foundation
<https://www.wpgfdn.org/granting/one-time-grants/>
- ▶ PrairieAction Foundation
<https://prairieaction.ca/>



Research the Funding Organization

- Get to know the grant provider (webinars, mission statement, previous funded projects)
 - Do your interests align?
 - Does your project coincide with the grant provider's mandate, goals (short and long-term) and objectives?
 - Is there a particular language used by the grant provider?
- Avoid cookie-cutter approaches and customize your grant proposal for each grant provider
- Contact the grant provider for more information, if needed

A dark green arrow points to the right at the top left. Below it, several thin, curved lines in shades of green and grey sweep across the left side of the slide.

Comply with Application Instructions

- Closely review the Call for Proposals and follow application instructions
- Demonstrate how you meet each grant requirement
- Pay attention to set parameters (font, spacing, margins, page numbers, page length, headers and footers, headings, etc.)
- Little details make a big impact



Promote Strengths and Viability

- Demonstrate scholarly achievements, skills and experience
 - You know what you are doing
 - You have a good understanding of the proposed project
 - You have capacity to carry out the project as proposed
 - You have capacity to manage grant funds
- Highlight strengths and ability to influence positive change (letters of support, successful partnerships, news articles)
- Write with integrity to avoid over-inflating your qualifications



Seek Out Expert Input

- Collect feedback or insight
 - Colleagues – with topic expertise and/or knowledge of funding organization
 - Previous grant recipients
 - Academic supports
 - Service users or community affected (what is the problem, the reason for the problem, the likely solution to the problem)
- State that expert feedback was incorporated into the grant proposal



Be Clear and Concise

- Write with an unfamiliar grant reviewer in mind
- Make understanding and scoring the grant proposal as easy as possible
 - Avoid using abbreviations and technical jargon
 - Clearly explain unique terms and concepts using plain language
 - Be descriptive, but specific
 - Provide only relevant details
 - Use direct quotes and data, up front, to support proposal
- Be clear and straightforward about what you are asking for and proposing



Get Unacquainted Feedback

- Ask one or two friends or acquaintances who are not familiar with your work to review the draft proposal for clarity and understanding
 - Ask them questions about your concepts
 - Highlight areas that require clarification
- Grant providers will not fund what they cannot understand

A dark green arrow points to the right at the top left. Below it, several thin, curved lines in shades of green and grey sweep across the left side of the slide.

Present a Credible Budget

- Budget must be thorough, reasonable and aligned with eligible/ineligible expenses
- Demonstrate cost-savings measures to maximize resources
- Use actual (don't guess) figures for expenses
- Double-check figures and calculations for accuracy
- Ensure budget coincides with the amount of funds requested
- Budget should replicate the narrative provided in the rest of the grant proposal



Allow Sufficient Time

- Grant proposals cannot be pulled together in a day
- It could reasonably take at least a month to write a grant proposal
- Entails detailed information presented in a clear, concise, orderly and appealing way
- Errors, inaccuracies and inconsistencies must be corrected
- An indicator of the grant applicant's work



About the Manitoba NEIHR Seed Grant

- Grant funds used to develop innovative ideas or approaches that result in positive outcomes for Indigenous communities
- Intended to build or enhance the capacity of Indigenous peoples and communities to do research
- Open to all Indigenous peoples in Manitoba, including individual researchers, non-profit organizations, and other community-based and grassroots groups
- One application to apply for multiple seed grant awards
 - One \$25,000 grant – large research projects
 - Five \$5,000 grants – smaller initiatives to build research capacity (i.e., staff training in OCAP, grant writing workshop, etc.)

Deadline: May 31, 2021

Please complete the following form and attach supporting documentation if necessary. Submit your completed application by 4:30 pm on the deadline. Late applications will not be considered.

Application checklist

- application cover form
- completed research proposal – all fields must be completed
- budget
- supporting documents if applicable
 - can include letters of support, quotes for equipment, training, etc.

Please send the completed NEIHR Seed Grant funding calls application, along with all supporting documents, to: neihr@uwinnipeg.ca

Instructions for Oral Submissions

There are two options for oral submissions:

- Applicants can speak with the NEIHR coordinator for a 30-minute Zoom video where **you will be recorded**.
- Applicants can speak with the NEIHR coordinator for a 30-minute Zoom phone call where you will be recorded.

Oral submissions will take place over a six-day period. If you cannot make any of the days, you will be asked to submit the written proposal.

Email the NEIHR coordinator at neihr@uwinnipeg.ca by **MAY 20, 2021** to reserve your video/phone-in **time slot**. Please provide **your name, your number, and your date, time, and preferred option** of oral submission.

MAY 24th, 25th, 26th, 27th, 28th, and 31st, 2021

9:00-9:30 am 3:10-3:40 pm

List of Eligible and Ineligible Expenses

Eligible Expenses	Ineligible Expenses
Researcher salaries	General office supplies: pens, paper products, printer, staplers, etc.
Consulting fees	Administration costs: utilities, rent, staff salaries, monthly connections ex. internet
Professional services: grant writing, strategic planning, or asset mapping	Cell phones (unless directly required for fieldwork) and other personal devices
Hospitality costs (space rental, food, and non-alcoholic beverages)	Capital costs, vehicle rent or purchase, rent on other spaces, office furniture
Travel costs: mileage, hotel, meals, airfare, cancellation insurance	Passports, immigration fees
Direct research costs: ex. data collection methods, licences	Non-insured trip cancellation costs
Specific research equipment *less than \$5,000: ex. digital voice recorder, computers, Journals, software, cell phone (for field work)	Commuting/regular parking costs for staff, except in cases of field work
Knowledge Keeper/Elder honorarium costs	Entertainment
Cultural tradition or community protocol items, such as medicines or cloth	Gifts/tobacco that exceed \$250
Training/Professional development	Education costs: application fees, tuition
Maintenance of websites or databases	Insurance costs for building or equipment
Research circulation costs: workshop, translation, manuscript prep, open access costs	Expenditures unrelated to circulating research
Professional association membership fees	Home internet services



Application Cover Form

Contact or Applicant Name

Contact Email Address

Contact Phone Number

Mailing Address

street address:

city/town:

postal code:

phone number:

Project Title

Will you be receiving funds from other sources? Please list:

Proposal Project Start/End Date (to be filled in by committee with successful applicant):



Summary of Project Proposal

Summary of project proposal (suggested word count: up to 350 words). Provide a statement of the general objectives and significance of the proposed project. Tell us a bit about your project, what you hope to accomplish, and why it is important.

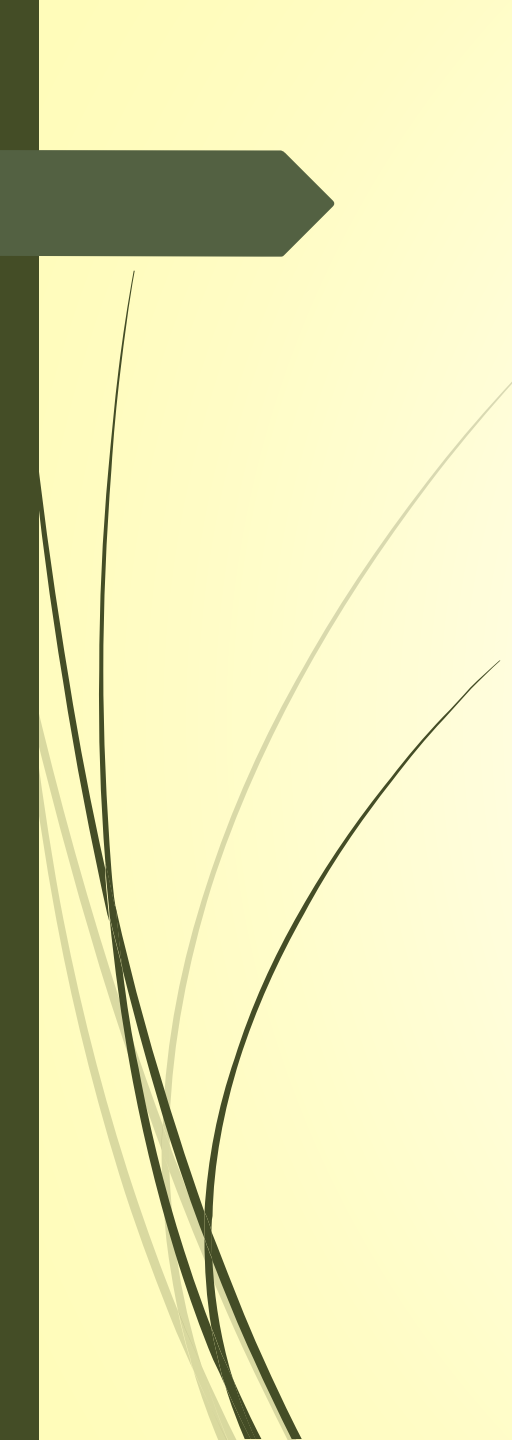
- One paragraph summary statement including:
 - Who you and your organization are (write as if the grant provider has never heard of you or your organization and doesn't know what you do)
 - What your project is and what you plan to do
 - Why your project is important
 - How much money you are asking for and what you'll use the money for



Plan to Enhance Research Capacity

Please describe how you plan to enhance or build research capacity (suggested word count: **up to 350 words**).

- For example, you may build capacity by:
 - Targeting foundational skills in using research (i.e., develop a better understanding of how to search for, assess and apply evidence to practice)
 - Participating in research (i.e., participant recruitment and data collection)
 - Leading a research project (i.e., develop research protocols and applying for funding)
 - Learning more and becoming skilled in any of these areas



Your Organization, Community Group

Please tell us about your organization, community group, community (suggested word count: 150 words).

- Write as if the grant provider has never heard of you and doesn't know what you do
- Very briefly and clearly show that:
 - You know what you are doing
 - You have a good understanding of the proposed project
 - You have capacity to carry out the project as proposed
 - You have capacity to manage grant funds

Budget

1. Please summarize your budget under the following categories (a total of up to \$25,000 may be requested on the application). See list of eligible and ineligible expenses to guide your budget responses.

ITEM	COST
Personnel	
Equipment, Materials, and Supplies	
Travel	
Other	
Total Expenses:	Total Funds Requested:



General Budget Description

General budget description or justification (suggested up to 500 words). Please explain your budget costs.

- Describe:
 - What items are included in your budget
 - How and why the budget items matter
 - Any anomalies or differences between the budget and proposal narrative
 - Other information needed to present a clear financial story

Seed Grant Rubric

	1 Point Beginning Stage	2 Points Emerging Stage	3 Points Meets Standards	4 Points Exceeds Standards - Excellent
Project				
Budget				
	0 Point Beginning - Emerging		1 Point	
Timeline				
Partnerships				
Score: Proposal: /4 Budget: /4 Timeline: /1 Partnerships: /1 TOTAL: /10				



For More Information

Email:

Network Environments for Indigenous Health
Research (NEIHR)

neihr@uwinnipeg.ca