

INFO520
Grant Proposal Writing
Summer, 2005

Select a library, information agency (real or imagined), or other non-profit educational or library-related setting and design a program, service or initiative that you would like to institute there. You can play the role of librarian, information specialist, or agency director for this assignment, whichever you prefer.

Your assignment is to write a grant proposal that details the program, service, or initiative and asks for financial support. Your audience for the proposal is a granting agency, such as a corporation or foundation. If it will help you to focus your writing, you may select a specific granting agency or identify several possible funding agencies. You may follow the guidelines of a particular agency as long as it covers the basic areas noted below.

Use the following section headings as an outline for your proposal (roughly 7-10 pages in length):

- I. Executive Summary (a one- or two-paragraph abstract of the proposal)
- II. The _____ Library (i.e., The Dormont Public Library, Hagerty Library)
(Include brief discussions of each of the following groups/entities. Assume that the granting agency is unfamiliar with your library program and community. You have to sell your library program to them to convince them that you are a deserving entity.)
 - A. Community
 - B. Library
 - C. Patrons
 - D. Staff
- III. Statement of Need (Your statement of need lays out the problem or situation that your program or service will improve. The more convincing your need, the more likely you will get your money.)
- IV. Proposed Program / Service / Initiative (Include your project goals, materials needed, rough planning and implementation schedule, and method of evaluation.)
- V. Proposed Budget (A simple budget is fine. Just invent the numbers. It is the elements to be included on the budget that are important, not their actual prices.)
- VI. Evaluation (Include a statement of how the project will be evaluated. This is an important aspect. You need to show that the money has been well spent and that the goals of the funders are accomplished.)
- VII. Conclusion (Remember that writing style is crucial in getting grants. Funding agencies are much more likely to fund well-written, concise proposals than unclear, rambling proposals. No matter how good an idea you may have, if it is not well-communicated, then the granting

agency will not see its full merit. Grant writing is a competitive pursuit, so make your conclusion as powerful as you can.)

VIII.

IX. References: Include a list of references in ALA form. Give full bibliographic information on several recent and pertinent articles or Web sites that support your program or service, and/or the issues surrounding that program or service.

X. Statement of what you learned and how you can use your knowledge in your career.