

GO GRANTS!

NDMU Office of Corporate, Foundation, and Government Grants



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The NDMU Office of Corporate, Foundation, and Government Grants



Carroll Galvin | Director

Welcome to the Fall 2017 issue of *Go Grants!* we're looking forward to a productive year of working across all departments and offices of NDMU to submit proposals and win grants. Issue 3 of our newsletter aims to provide NDMU faculty and staff with some basics of writing strong grant proposals. From defining what a proposal narrative means, to explaining how to better communicate your mission, to letting you know what our office can do to help you draft winning proposals, we hope you'll find this latest issue of *Go Grants!* useful—and motivating. In addition, this issue lists some institutional resources you will have at your fingertips to help you get started writing proposal narratives. And, while we're planning to host an **informational Q&A session here in Noyes House**, we've also provided you a list of some off-campus and online grant workshops you can participate in as they suit your needs.



WHY THE NARRATIVE MATTERS

For funders, a grant award is an investment in positive change. It's a tool they use for having an impact on issues they care about. Looked at this way, a proposal narrative is actually a call to action. It's a request that a funder join the applicant as a partner in achieving specific results. At its best, a grant proposal is a cogent, persuasive, well-supported argument for change. It's about linking arms with colleague organizations, beneficiaries, community members, and funders to embrace a mission and solve the challenges we face together.



CHARACTERISTICS OF WINNING GRANT PROPOSALS

Enthusiasm — Express energy and passion for the subject.

Benefits — Fulfill a need for a target population rather than just underwrite institutional needs.

Expertise — Reflect a professional understanding of the problem being addressed.

Commitment — Show support from the institution to achieve the program goals.

Collaboration — Cooperative relationships are in place, as appropriate, in order to advance mutual goals.

Alignment — Activities and goals match the interests of the funder.

Preparation — Goals and objectives are clear and a demonstrable plan is in place to achieve them.

Effectiveness — An outcome-based evaluation is integrated into the project to measure the success.



Faculty members are encouraged to seek grants for projects that help support research and scholarship, and advance the University's Mission and Strategic Plan.

OPPORTUNITIES TO LEARN MORE

Upcoming Grant Writing Seminars

[The Foundation Center, Introduction to Proposal Writing](#) — FREE

Teaches what to include in proposals, best practices in proposal writing, and provides a basic understanding of the proposal process.

Offered in three formats: live webinar, recorded webinar, or in person

October 10, 2017, 11:00 a.m. - 12:30 p.m.

Washington, DC

[The Foundation Center, Proposal Writing Bootcamp](#) — \$695.00

A three-day project-based immersion course. Participants will become familiar with the key components of a competitive grant proposal to a foundation and learn best practices for developing a well-organized budget and a targeted list of foundation funding prospects.

Format: in person

September 27, 2017, 9:00 a.m. - 4:00 p.m.

Washington, DC

[The Grant Training Center, Writing/Designing NIH Proposals](#) — \$395.00

A one-day focused workshop addresses essential NIH research resources, as well as the conversion of ideas into fundable research.

Format: in person

October 16, 2017, 8:30 a.m. - 4:30 p.m.

Johns Hopkins University, Baltimore, MD

[The Grant Training Center, Essentials of Proposal Writing](#) — \$335.00

This course addresses the overall strategic plan for writing grants, including needs statement, mission, goals, objectives, activities, evaluation, key personnel, and budgets. There will be three courses offered this fall.

Format: live online, instructor-led

October 17, 2017, 10:00 a.m. - 4:00 p.m.

November 16, 2017, 10:00 a.m. - 4:00 p.m.

December 13, 2017, 10:00 a.m. - 4:00 p.m.



NDMU AT A GLANCE

7:1
Undergraduate
student-faculty
ratio

84 Percent of
full-time faculty
hold terminal
degrees

72 Percent of
full-time faculty
are female



NEED-TO-KNOW INSTITUTIONAL INFORMATION

To write a strong proposal narrative, you need to know where to find the right information. Most applications will require detailed information about the institution. So, to make the search easier, here are some easy to access links:

- [Facts & Figures](#)
A look at NDMU's history, programs, staff, faculty, and student numbers.
- [Rankings & Recognition](#)
- [Mission & Social Responsibility](#)
- [History](#)
- [Strategic Plan 2015–2020](#)
- [Accreditations](#)
- [Enrollment Data](#)

THE BIG PICTURE

Communicating the Mission

Notre Dame of Maryland University educates leaders to transform the world.

Embracing the vision of the founders, the School Sisters of Notre Dame, the University promotes the advancement of women and provides a liberal arts education in the Catholic tradition.

Notre Dame challenges women and men to:

- *strive for intellectual and professional excellence,*
- *build inclusive communities,*
- *engage in service to others, and*
- *promote social responsibility.*

Since 1895, when the College of Notre Dame began awarding the baccalaureate degree, more than 22,000 graduates have carried the Sisters' values of truth, integrity and intellectual inquiry into the world.

While these may be familiar words to you, communicating NDMU's mission and legacy is often necessary for grant proposals. This brief statement immediately lets a potential funder know what we're all about. A well-placed mission statement in a proposal narrative guides a funder's decision-making: it introduces our organizational values and puts the proposed program in the context of our institution.

For this reason, when you begin drafting a narrative, consider ways to include the history of NDMU's founding and its Mission, as well as the relevant history and milestones of your specific school, department or office. Keep in mind that including unrelated information may result in confusing the grant reader. This is not the only application they are reviewing, so you'll need to make a connection between NDMU's Mission, your proposal goals and the funder's goals.



NDMU AT A GLANCE

13 Master's
degrees, and 3
doctoral degree
programs

More than 2,500
women and men
enrolled today

778 Total
degrees
awarded to class
of 2016



NARRATIVE CHECKLIST

Does My Proposal Narrative...

- Clearly identify the issue/problem to be addressed?
- Include goals and objectives?
- Include a strategy for implementing the project?
- Include a list of staff who will work on the project and their capabilities, competencies, and prior experience?
- Clearly describe the anticipated measurable impact of the project?
- Describe how the project activities are tied to the funding program's goals and objectives?
- Include a plan for measuring the success of the project?
- Include a plan for sustaining the project after funding ends?

Grant Writing Q&A

Contact Carla Hobson, Grants Assistant, to register for a grants Q&A session to be held in Noyes House on Thursday, November 9, from 12:15-1:15 p.m.

This is your opportunity to ask us questions and share experiences with colleagues.

Light refreshments will be served.

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WHAT'S THE STORY?

What a Good Narrative Does

The first thing any good proposal narrative does is present a problem in need of a solution. Think of the narrative as a story with a beginning (the problem or opportunity is the need statement), middle (the solution is your program), and end (the results are your outcomes). Reviewers are only human and can easily get lost when reading proposals. An effective proposal narrative tells the reader right up front what you are going to do, who is going to benefit, and why they should care.

Furthermore, you'll need to convince the funder that you have the capacity to succeed. The proposal narrative should demonstrate that you have a clear understanding of the need you're requesting funding for and a strong programmatic response to address that need. After reading your proposal, the funder should feel confident that NDMU would be a responsible steward of their funds. Present a solid plan and highlight the skills and experience of your department or office. The purpose of this is to illustrate that if funded, you can carry out the intended plan for the grant funds. For example, if you are requesting funding for a program to benefit Baltimore students, telling readers about your prior related accomplishments gives evidence to support your qualifications. You need to effectively communicate enough information about your (and NDMU's) experience and endeavors to convince the reader that you are up to the task.



Some content in this newsletter has been adapted from the following websites: grantspace.org, granttrainingcenter.com, grantwhisperer.com, grantgopher.com, fcfaonline.com, and srainternational.org. The OCFGG recommends visiting these sites for more tips and information relating to the grant writing process.



Contact Us

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