

# An Overview of Grant Writing





# Our Team



**Melissa Latus**  
Administrative Director



**Montserrat Balseiro**  
Executive Director



**Maria Cervantes**  
District Supervisor



**Faye Rodney**  
District Supervisor



**Abby Martinez**  
Senior Grant Writer

**For assistance in your grant feel to reach out to our team  
members at 305.995.1706**

# **Our Objective**

**To obtain an overview of how to identify a funder and build and tell your story clearly and in a compelling way for funding that improves student life and achievement.**

# Table of Contents

- **District overview and resources**
- **Planning process**
- **Proposal elements**
- **Review the road to a successful grant proposal**

## **OGA District Overview & Resources**

### **What we do: Grant Development Unit**

- **Research and identify grant opportunities.**
- **Disseminate information on grant opportunities.**
- **Establish funding partnerships with non-profit organizations, institutions of higher education, community organizations, business and municipalities to find.**
- **Conduct grant writing workshops for staff development**
- **Provide grant writing technical assistance.**
- **Identify and contract with independent grant writers as needed.**
- **Collaborate with district offices, Regional Centers and school-sites to align District priorities to appropriate funding opportunities.**

## **OGA District Overview & Resources**

### **What we do: Financial Reporting Unit**

- **Conduct staff development on financial affairs and management.**
- **Interface with the funding source to clarify budgetary issues, such as pre-awarded budget and/or program negotiation, budget and program amendments, and performance reports.**
- **Approve new grant program budgets. Review, edit, and approve amendments.**
- **Approve transfer of expenditures and budget transfers.**
- **Provide technical assistance to the Project Manager on budgetary issues during the implementation period on issues such as contracts, matching funds, and/or statutory compliance guidelines.**

## OGA District Overview & Resources

# What we do: Provide Resources

- **Locate funding sources on the Internet, at the library, search engines, social media, word of mouth.**
- **Grants Administrations Monthly Funding Newsletter found on our website.**

Research early! Waiting until deadlines are approaching is TOO LATE to start planning and gathering the necessary supporting information!



## OGA District Overview & Resources

### What we do: Provide Resources

- [M-DCPS Research Service \(Statistical Highlights\)](#)
- [Florida Department of Education School Accountability Report](#)
- [Florida Standards](#)
- [United States Department of Education \(Grants\)](#)
- [Miami Dade County Census Data](#)
- [M-DCPS Assessment, Research, and Data Analysis](#)
- [6 Best Grant Writing Books 2026](#)

[Candid](#) and [GrantStation](#) are platforms for the nonprofit sector that provide the most comprehensive data and insights about the social sector.



## **OGA Grant Proposal Planning Process**

- **Define your Need and Goals.**
- **Research potential funders by area of interest, past grants given to similar organizations, geographic priorities, and funder's guidelines that fit your needs and program goals.**
- **Select a small number of prospects from the list. Ensure a good fit!**
- **List proposal criteria and review based on each point listed: feasibility, importance and relevance of the problem, implementation forecast, clear budget outline, and dissemination.**
- **Create your grant team.**

## OGA Grant Proposal

### **Planning Process:** You've found your prospect! Now...

- Read and Follow application instructions precisely. Get familiar with grantmaking language\*.
- Plan ahead and establish a timeline to meet the deadline. Consider calling funder's contact person, if applicable and attend a funder webinar.
- Consider funders preferred method of application format and submission guidelines, such as letters of intent (LOIs), paying close attention to the funder's priorities and LOI requirements.
- Depending on guidelines, submit a full proposal. In the case of larger proposals (80+ pages), give yourself 30-45 days if possible.
- Develop multiple drafts of the narrative, making sure that you answer the funder's questions, using their outline and their language. Have your team review all elements until it shines.
- Putting it all together: narrative, budget, program manager and team, partners, matching funds, letters of support, additional financial documents, and meeting the deadline!
- Stick to the basics. Be clear and concise!

\*List of glossary terms at end of presentation



## OGA Grant Proposal

# Elements

Developing a SMART Proposal brings Clarity and Focus, Accountability, Credibility, Alignment with Funder Priorities, and Better Implementation.



**S**  
Clearly define  
who, what,  
when, where.

**M**  
Include  
metrics to  
track progress.

**A**  
Set realistic  
goals. Do not  
overpromise!

**R**  
Be sure to be  
the right fit.

**T**  
Have clear  
deadlines &  
milestones for  
evaluation.

Putting it all together: narrative, budget, program manager and team, partners, matching funds, letters of support, additional financial documents, and meeting the deadline!

## OGA Grant Proposal

### **Elements:** Typical RFP Requirements

- **Summary / Abstract**
- **Needs Statement or Problem Statement**
- **Goals and Objectives**
- **Methods / Staffing / Partnerships**
- **Evaluation**
- **Budget**
- **Sustainability (future funding)**
- **Dissemination**
- **Attachments / Appendixes**

**Use action verbs  
and explain why  
your specific  
activities will  
achieve the  
stated outcomes!**

## OGA Grant Proposal

### Elements: Need Statement

- WHO** • Focus on a specific target population
- WHAT** • Describe the behaviors, circumstances or conditions that will be addressed by the proposed project; desired outcomes
- WHEN** • Create a timeline for the activity and outcomes
- WHERE** • Identify the geographic scope for the project and the community-at-large
- HOW** • Provide comparative information that shows how area is adversely affected
- WHY** • Describe the causes and/or contributing factors

## OGA Grant Proposal

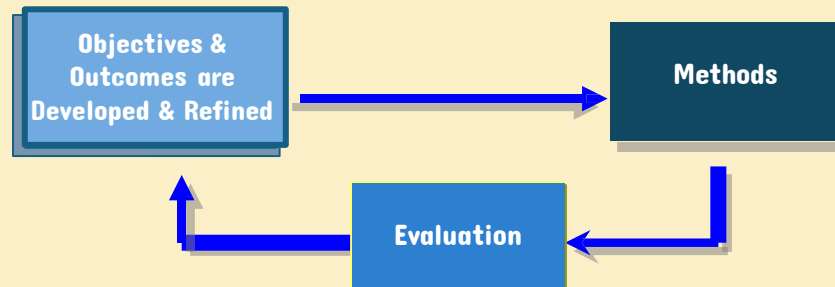
### **Elements:** Samples of Objectives

- To provide 40 hours of parenting training to 100 teen parents, resulting in 80% enrollment and 50% participation in the activities of a six-month parent-child education program throughout the funding period.
- To improve the reading level of 25 middle-school youth through tutoring as measured by an average increase of at least one reading level, on a reading level test, to be administered before and after the project during the funding period.

**Objectives for grants are just like lesson plans.**

## OGA Grant Proposal

### Elements: Evaluation/Metrics



#### Issues to address:

- What data is to be collected?
- How is it collected?
- Who will be collecting data?
- When will it be collected?
- How will the data be analyzed?
- How will the data be used?
- How will you prove program's success?

## OGA Grant Proposal

### Elements: Budget

#### Budget Terms

- Detailed Line-Item Budget
- Budget Justification
- Budget Narrative

The Fringe Calculator is used to calculate fringe benefits for full-time & hourly employees, temporary instructors, and indirect cost.

Reviewers often review budget **before** narrative

Requested \$ + Match / In-Kind = Total Costs

# Sample Budget Worksheet

Direct Costs	Requested Funds	Match/Other Funds	Total
<b>Personnel</b>			
Hourly Salary			
Substitute/Temporary Instructor			
In-service Reimbursement			
Fringe Benefits			
<b>SubTotal Personnel</b>			
<b>Non-Personnel</b>			
Educational Materials and Supplies			
Equipment			
Office Supplies			
Travel			
Printing and Duplicating			
Other Costs			
<b>SubTotal Non-Personnel</b>			
<b>TOTAL</b>			
Indirect Cost <i>(if applicable)</i>			



## OGA Grant Proposal Review

- **Plan ahead and establish a timeline to meet the deadline. Consider calling funder's contact person, if applicable and attend a funder webinar.**
- **Consider funders preferred method of application format and submission guidelines, such as letters of intent (LOIs), paying close attention to the funder's priorities and LOI requirements.**
- **Depending on guidelines, submit a full proposal. In the case of larger proposals (80+ pages), give yourself 30-45 days if possible.**
- **Read and follow instructions precisely. Get familiar with grantmaking language. Develop multiple drafts of the narrative, making sure that you answer the funder's questions, using their outline and their language. Have your team review all elements until it shines.**
- **Putting it all together: narrative, budget, program manager and team, partners, matching funds, letters of support, additional financial documents, and meeting the deadline!**
- **Stick to the basics. Be clear and concise!**
- **Now plan for the next cycle!**



# The End...

We wish you success with your proposal writing and remember

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**We are here to help!**

[www.DadeGetsGrants.net](http://www.DadeGetsGrants.net)

**For more information please contact:  
the grants team at 305.995.1706**

# Planning Process

## Glossary of Grant Terms

GLOSSARY			
<b>RFP/RFA</b>	Request for Proposals and Request for Applications are basically the same. RFPs are broader in scope and require organizations to propose a solution to a problem or need stated by the funder of client.	<b>Replicability</b>	Requirement of most demonstration grant. Funder wants to know if the project can be replicated elsewhere.
<b>Private Sector Grants</b>	Foundation or corporate grants that are typically less formally structured than federal or state grants	<b>Matching Funds</b>	Matching funds are the portion of a project's cost that is not covered by the grant itself, but instead comes from the applicant's own resources, donations, or other funding sources.
<b>LEA</b>	Local Education Agency – Refers to the school district. For example, M-DCPS is an LEA.	<b>Seed Grant</b>	Funds to help start an organization with the start-up phase of a project.
<b>SEA</b>	State Education Agency - State department of education. For example, Florida Department of Education.	<b>Narrative</b>	The story: Who, What, Where, When, Why, and How. Grant applications typically require a narrative and a budget.
<b>Indirect Costs</b>	Defined as administrative or other expenses that are not directly allocable to a particular activity or project.	<b>Needs Statement</b>	Explains what is needed by the target audience and how the proposal project addresses the need. Includes both qualitative and quantitative data (facts & figures).
<b>Letter of Intent</b>	A letter sent to funder before submitting full proposal to gauge interest in project.	<b>Objective</b>	Specific, measurable goals to be reached through the project to create outcomes.
<b>Letter of Support</b>	Letters from grant project partners confirming support of proposed project. Sometimes required for applications.	<b>Outcomes</b>	Expected and measurable results of the project, including step-by-step progression and activities.
<b>Project</b>	The proposed plan for which funds are requested. Must adhere to funder's criteria.	<b>Budget</b>	Financial plan that accurately details project expenses (and income if applicable) by line items.
<b>ALM</b>	Assistance Listing Number - Assistance listings are detailed public descriptions of federal programs that provide grants, loans, scholarships, insurance, and other types of assistance awards.	<b>NIA</b>	Notice Inviting Application - the documents through which the DOT prescribes conditions for auction and allotment of spectrum
<b>NOFO</b>	Notice of Funding Opportunity - a document that informs the public about a federal agency's intention to award grants or cooperative agreements, providing details on the program, application requirements, and review criteria.	<b>NOFA</b>	Notice of Funding Availability - a document used by government agencies to announce grant opportunities and solicit applications for funding.