

GRANT DISCUSSION WORKSHEET

The following questions will help the Grant Office best assess potential funding matches with your project idea. They are meant to guide initial discussions and to help you develop a project that will be of interest to grantors...because you'll need to convince them, not us!

- 1. Briefly describe what you would like to do.** *If you had 2 minutes in an elevator with a grant-maker, what would you say?*
- 2. What audience are you targeting?** *Students? Faculty? Community? Low-income individuals? Minority individuals? Non-traditional students or workers? Youth?*
- 3. What need does your project fulfill?** *Waiting lists? Changes within county demographics or economy? Emerging industries and occupations?*
- 4. What has occurred already to meet this need?** *Is this insufficient? Is the need being addressed elsewhere, but we must adapt the model to fit our specific circumstances?*
- 5. What difference does your project make?** *How will the world change? What is at stake? Why is it important? Can you answer The Five Whys?*
- 6. What would be included in your budget?** *Personnel and benefits – existing or new? Equipment? Marketing? Supplies? Travel?*
- 7. What would you accomplish in a given timeline?** *After 3 months? After 6 months? After 12 months?*
- 8. Would you be willing to write a 1- to 2-page concept paper? Does this project have the support of all stakeholders, including your administrator?**

Something You Should Know: Truth in Asking

Everyone has experienced the urge to promise everything a funder asks in order to find support for their project. However, if promises are not fulfilled, the funder will demand the return of their money. As a result, there must be “Truth in Asking” – you must know that you’ll be able to accomplish every task outlined in a proposal within the time allotted.