

Grant Writing Resources - CARA Conference Workshop 2019

Prepared by:

Suzanne Jaeger, Funded Research Officer, University of Toronto

Sherri Klassen, Sociology Research Coordinator

1. *Successful grant writing: strategies for health and human service professionals*. By Gitlin, Laura N., New York: Springer Publishing Company, 2008. 3rd ed.
 - Written for individuals in both academic and practice settings, the guide addresses, step-by-step, the fundamental principles for effectively securing funding. It is the only book to provide grant-writing information that encompasses many disciplines and to focus on building a research career with grant writing as a step-wise process. It provides detailed, time-tested strategies for building an investigative team, highlights the challenges of collaboration, and describes how to determine the expertise needed for a team and the roles of co-investigators. The book addresses the needs of both novice and more experienced researchers.
2. *Grant writing 101 : everything you need to start raising funds today*, by Victoria M. Johnson, New York : McGraw-Hill, 2011.
 - In a book endorsed by the Association of Fundraising Professionals, the author explains how inexperienced grant writers can learn to write fundraising proposals and provides plenty of tables, lists and sample letters.
3. *The only grant-writing book you'll ever need*, by Ellen Karsh and Arlen Sue Fox, New York: Carroll & Graf Publishers ; [Berkeley, Calif. : Distributed by Publishers Group West], 2006. 2nd ed.
 - Written by two expert authors who have won millions of dollars in government and foundation grants, this is the essential book on securing grants. It provides comprehensive, step-by-step guide for grant writers, including vital up-to-the minute interviews with grant-makers, policy makers, and nonprofit leaders. This book is a must-read for anyone seeking grants in today's difficult economic climate.
4. *Grant writing in higher education: a step-by-step guide*, by Kenneth T. Henson, Boston: Pearson/Allyn and Bacon, c2004.
 - This book helps grant writers in higher education to secure funding. It identifies positive and negative attitudes that affect producing highly desirable and fundable proposals. A *Steps and Guidelines* section helps make sure the reader finishes the book with a clear idea of how to prepare successful proposals. A separate segment on *Preparing Budgets* shows how to prepare budgets that will impress the reviewer and also how to test a budget to ensure that it is reasonable and sound. Information is included that is designed to help grant writers match their own reasons for writing grant proposals with the expectations of the potential funder. Several actual proposals written by the author that have been funded are provided as examples. The book identifies the essentials in a proposal package and explains how to develop each segment. Designed as a

professional development resource for all faculty in higher education and individuals in all areas of K-12 education, particularly those in administrative capacities.

5. *The complete book of grant writing: learn to write grants like a professional*, by Nancy Burke Smith & E. Gabriel Works, Naperville, Ill.: Sourcebooks, Inc. c2006.
 - The Complete Book of Grant Writing is a must-have shelf reference for anyone seeking funding through grants - government grants, foundation grants, specialty grants and more. Professional grant writer Nancy Burke Smith and philanthropy consultant and grantmaker E. Gabriel Works unveil the secrets behind how to find and professionally apply for grants. The Complete Book of Grant Writing includes information on: - The Five Core Components of every grant including the statement of need, the evaluation plan and budgets - What makes a grant compelling to funders? - What to do when you are funded - and what you can do when you are not - How to be a professional grant writer - The grant writing timetable, from responding to requests for proposals to receiving funding Grant writing in different fields of nonprofit practice, including educational, governmental, environmental and faith-based organizations The Complete Book of Grant Writing is the most in-depth, complete and up-to-date book on grant writing available.

6. *The Nuts and Bolts of Grant Writing* by Cynthia E. Carr, Sage Publications, 2014
 - In this practical, accessible guide for students, faculty, and other university personnel, author Cynthia E. Carr shares her best practices for planning, writing, and winning research grants based on her own experience submitting more than 300 grant proposals and securing millions of dollars in awards. Insightful, innovative, and informative, the book goes beyond coverage of standard grant writing to specifically address the issues faced by the higher education community, including the university bureaucracy and how to navigate it. *The Nuts and Bolts of Grant Writing* covers everything from budgets to submissions and federal to foundation competitions, giving novices the opportunity to leapfrog over some of the hard lessons that most college and university grant seekers must learn from trial and error and allowing those with more experience to sharpen their skills.

7. *Grant Seeking in an Electronic Age* (Part of the Allyn & Bacon Series in Technical Communication) by Victoria Mikelonis, Signe T. Betsinger, et al., Pearson Press, 2003
 - This guide teaches students and professionals a systematic process for researching, designing, writing, and submitting successful grant-seeking proposals. Focusing on proposals submitted for government, foundation, and corporation funding, *Grant Seeking in an Electronic Age* leads the reader through a six-step grant-seeking process, from researching potential funders, to designing, writing and submitting a proposal that follows the funder's guidelines.

8. *Getting Grants: The Complete Manual of Proposal Development and Administration* (Business Writing Series) by Alexis Carter-Black, Self-Counsel Press, 2010
 - This is not another how-to-write-a-grant-proposal book. Unlike those books, *Getting Grants* argues that no matter what type of organization, there is a direct relationship

between the organization's internal proposal development process and how successful the organization is at securing grant funding. Existing books focus solely on writing grant applications. *Getting Grants* deals with every step of the process: how and where to find sources of funding; the preproposal planning and development stage; the completion of a grant proposal; the role of the grant writer and/or grants office in an organization; the role of the project director in the grants process; how to tailor the proposal and the budget to the funder (with tips gleaned from the author's decade of experience); how to nurture relationships with grant partner organizations; getting Grants includes a CD-ROM with forms and checklists in MS Word format. The second edition includes examples of winning proposals.

9. *Write an Effective Funding Application: A Guide for Researchers and Scholars 1st Edition* by Mary W. Walters, The John Hopkins University Press

- The practical advice in this guidebook is designed to aid academics in writing successful applications at all stages of their careers. This book will help grant applicants plan and craft funding proposals that are concise, complete, and impressive—and that satisfy the mandates of the agencies to which they are applying. Applicants will learn how to: Avoid common writing blunders; Understand the central importance of the research budget; Overcome procrastination; Choose and secure professional references; Develop a career path with a view toward funding opportunities; Maintain a winning attitude that will improve the chances of success

10. *Dreyer's English* by Benjamin Dreyer, Random House Books, 2019

- As authoritative as it is amusing, *Dreyer's English* offers lessons on punctuation, from the underloved semicolon to the enigmatic en dash; the rules and nonrules of grammar, including why it's OK to begin a sentence with "And" or "But" and to confidently split an infinitive; and why it's best to avoid the doldrums of the Wan Intensifiers and Throat Clearers, including "very," "rather," "of course," and the dreaded "actually." Chockful of advice, insider wisdom, and fun facts, this book will prove to be invaluable to everyone who wants to shore up their writing skills, mandatory for people who spend their time editing and shaping other people's prose, and—perhaps best of all—an utter treat for anyone who simply revels in language.

11. *Words into Type: a Guide in the Preparation of Manuscripts; for Writers, Editors, Proofreaders and Printers*, by Marjorie E. Skillin; Robert M. Gay, Appleton-Century-Crofts, Inc, 1948

- This text is divided into six Parts and an Appendix, but not to indicate thereby that Part I is solely for writers, Part III for editors, Part V for students, and so on, but to achieve an orderly grouping of content, which will make it easy for the searcher to find quickly whatever he is looking for. The most relevant section for grant proposal reviewers is Part V, VI and the Appendix, which deals with usage, grammatical and verbal, as well as the aspects of grammar and the use of words that seem to be most troublesome to writers and editorial workers. What is given will suffice for those workers who are not concerned with complete discussions of disputed points