Best Practices in Grant Writing
The Monsanto Fund

What is a Grant Proposal?

- **A grant proposal is a clear statement of need, the plan to serve that need and a specific request for funds to support the successful implementation of that plan.**

- **A good proposal should:**
  - Explain the need/problem;
  - Describe the strategy (project) to address the problem and specify expected (tangible and realistic) results of the strategy;
  - Demonstrate that the organization has the ability to implement the strategies;
  - Provide details on usage of the requested funds; and,
  - Be clear, complete, easy to understand and compelling!

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Best Practices Part 1

- **Review thoroughly** – Read through grant criteria/ requirements and follow directions/ instructions.
- **Be specific** – Quantify where possible, provide data/research.
- **Be realistic** – Solving world hunger or providing 500 meals; improving # of students going to college or improving test scores.
- **Create confidence** – Share your success in implementing similar kinds of projects or share the research that the strategy has worked.
- **Be professional** – Review for grammatical and spelling errors, especially for online systems; format professionally; ensure all documents are submitted in English.

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Best Practices Part 2

- **Avoid Acronyms:**
  - The Monsanto Fund has various different review committees that help to make funding decisions. Avoid using acronyms that are not explained.

- **Be Clear:**
  - Proposal reviewers will often try to summarize the proposed project in a brief description. A strong proposal articulates a complete and concise project description.

- **Spell Check:**
  - Proposals with errors make reviewers question your ability to carry out a proposed project. Be sure that your application has been reviewed for potential mistakes.

- **Consider the Reader:**
  - Be sure to provide the reader with all necessary information, even if you have applied to the Fund before or are applying for a renewal grant. Grant reviewers change so don't assume the reviewer has background knowledge.

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Goals vs Objectives

- **Goal: Big picture, conceptual purpose**
  - **Example:** Our after-school program will help children read better.

- **Objective: SMART (specific, measureable, achievable, relevant, time-bound)**
  - **Example:** Our after-school program will assist **50 elementary** school children in improving their **reading scores by one grade** level as demonstrated by **standardized reading tests** administered after participating in the program for **six months**.

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Types of **SMART** Objectives

- **Behavioral –** A human action is anticipated.
  - Example: **Sixty-five of 70 (93%) children** participating will learn tangible gardening and nutrition information and skills by the end of the **six month** school garden program.

- **Performance –** A specific proficiency level is expected.
  - Example: **Fifty of the 70 children (71%)** will pass a basic nutrition **proficiency test** administered by our certified nutritionist by the end of the **six month** school garden program.

- **Process –** The manner in which something occurs is an end in itself.
  - Example: We will **document the teaching methods** utilized throughout the **six month** school garden program, identifying those with the greatest success.

- **Product –** A tangible item results.
  - Example: At the **end of the six month** course, a **manual will be created** to be used in teaching gardening and nutrition to **this age group** in the future.

http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html

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Measuring Objectives

- **Qualitative Evaluation**
  - Observation
    - Change in knowledge
    - Change in attitude/motivation
    - Change in skills/behavior
  - Interviews/Focus Groups
    - Change in knowledge
    - Change in attitude/motivation
    - Change in skills

- **Quantitative Evaluation**
  - Pre/Post Survey or Test
    - Change in knowledge
    - Change in attitude/motivation
    - Change in skills
  - Standardized Tests/Grades
    - Changes in test scores
    - Changes in course grades

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Exercise: Examples from Actual Proposals

The following paragraphs are pulled from actual proposals. Read them and look for ways each section could be improved.

- Comments in RED indicate proposal weaknesses.
- Comments in GREEN indicate proposal strengths.

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Describing Need and Purpose: Actual Proposal Paragraph

- To seek improvement in math and science instruction using Ipad technology.. To provide quality profesional development that will carry teachers and students into the future by utilizing technology. The district is in need of professional development to implement skills in technology that we currently do not possess.

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Describing Need and Purpose:
Review Committee Questions

- To seek improvement in math and science instruction using Ipad technology.*.* To provide quality *profesional* development that will carry teachers and students into the future by utilizing technology. The district is in need of professional development to implement skills in technology that we currently do not possess. *How? Through onsite trainings? Conferences? How much training? How many teachers?*

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Describing Need and Purpose: Actual Proposal Paragraph

- As the student population decreases, it is becoming increasingly hard to offer a broad curriculum which meets the needs of the students. Teachers need to be cross certified and the curriculum needs to meld so that "real learning" can take place and the same curriculum can meet the needs of both the college bound and vocational students. The intention of this grant to fuse the efforts of our 30 teachers and 600 students so that all recognize that math, science, and agriculture are intricately linked and that the subjects would be best learned with hands on activities and practical experiences which will result in improved test scores in all three disciplines.

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Describing Need and Purpose: Review Committee Highlights

- As the *student population decreases*, it is becoming increasingly hard to offer a broad curriculum which meets the needs of the students. Teachers need to be *cross certified and the curriculum needs to meld* so that "real learning" can take place and the same curriculum can meet the *needs of both the college bound and vocational students*. The intention of this grant to fuse the efforts of our *30 teachers and 600 students* so that all recognize that *math, science, and agriculture are intricately linked* and that the subjects would be best learned with hands on activities and practical experiences which will result in *improved test scores* in all three disciplines.

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Describing Need and Purpose: Actual Proposal Paragraph

- Over the past six years, our school district has made significant investments in technology infrastructure and staff development. All of our 50 classrooms are now equipped with interactive white boards; we have employed a full-time network technician; and we have developed a technology professional development strand to ensure continuous improvement in the integrated use of technology. The next phase in our digital conversion is the 1:1 initiative, which is based on research on best practices in other school districts. Through interviews with teachers, we have found that the stationary computer lab and our mobile computer lab are insufficient to meet the central need of our staff and students: immediate and consistent access to the local network and the Internet. We are seeking funding to supplement the costs for the initial capital outlay, staff development, and assessment of a 1:1 computer initiative for grades 9-12, comprising 300 students.

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Describing Need and Purpose: Review Committee Highlights

- Over the *past six years*, our school district has made significant investments in technology infrastructure and staff development. All of our *50 classrooms* are now equipped with interactive white boards; we have employed a full-time network technician; and we have developed a technology professional development strand to ensure continuous improvement in the integrated use of technology. The next phase in our digital conversion is the 1:1 initiative, which is *based on research* on best practices in other school districts. *Through interviews* with teachers, we have *found that the stationary computer lab and our mobile computer lab are insufficient* to meet the central need of our staff and students: immediate and consistent access to the local network and the Internet. We are seeking funding to supplement the *costs for the initial capital outlay, staff development, and assessment* of a 1:1 computer initiative for *grades 9-12, comprising 300 students*.

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Describing Goals, Objectives, and Outcomes

- The Monsanto Fund has a standard template that must be included with each application where applicants are asked to describe the overarching program goals, the program activities, and the program outcomes.

- Instructions are provided on standard template
  - Goals, Obj. and Outcomes Blank Template
  - Goals, Obj. and Outcomes Sample Science Ed
  - Goals, Obj. and Outcomes Sample Gardening-Nutrition

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Monsanto Fund: Program Goals, Objectives, and Outcomes Worksheet
APPLICATION UPLOAD

Instructions:

Please describe the long-term outcome and at least the top two (2) short-term outcomes for your overall proposed program, the specific total outputs for the grant period, and the ways you intend to measure those outputs/progress towards outcomes. The Monsanto Fund looks for clear impact indicators that accurately reflect what is feasible and realistic given the project plan, and the amount of funding requested. Please be specific about what your program plans to accomplish and detailed in your description of how you will assess the project and its success.

Please describe your outcomes with **SMART** in mind: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.
- What is the overall change you are seeking?
- Is the amount of change or benefit quantified? Is it clear how the change or benefit can/will be measured?
- Is it specific? Is who or what is expected to change or benefit identified?
- Is the location/level of where the change will occur identified (i.e. individual, community, school, etc)?
- Given the program activities and amount of resources available, are the outcomes achievable and relevant to the program?
- Is the timeframe noted for the anticipated change (i.e. six-week course or six-month intervention)?

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Goals, Objectives, and Outcomes Document

Name of Organization:				
Project Title:				
Primary Goal/ Long Term Outcome(s):	**Objectives/ Short Term Outcome(s)**	**Key Activities or Strategies you will use, and the TIMELINE of when activities will take place**	**Type of Data/ Data Collection Methods** (How do you intend to track your progress? Please tell us <u>what</u> information will you be collecting, <u>how</u> you will collect, and <u>when</u> you will collect it.).)	**Results of Your Activities** (What are your target results? i.e., # of people impacted, # of events, quantifiable results of your activities, etc.)

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Sample Goals, Objectives and Outcomes Document- Gardening and Nutrition

Name of Organization: SAMPLE – Food Program in South Africa

Project Title: ELEMENTARY SCHOOL GARDENING AND NUTRITION EDUCATION PROGRAM

Primary Goal/ Long Term Outcome(s):	Objectives/ Short Term Outcome(s)	Key Activities or Strategies you will use, and the TIMELINE of when activities will take place	Type of Data/ Data Collection Methods (How do you intend to track your progress? Please tell us <u>what</u> information will you be collecting, <u>how</u> you will collect, and <u>when</u> you will collect it.)	Results of Your Activities (What are your target results? i.e., # of people impacted, # of events, quantifiable results of your activities, etc.)
Improve nutrition and increase food security for children and families in the Community	Increase the nutritional value of school lunches through the incorporation of fresh produce from school gardens	*Develop school gardens using intensive gardening techniques and recycled materials (On-going, beginning early Spring of project year)*	*# of students, teachers, and volunteers participating (monthly participant lists/logs) # of schools that have a garden (program coordinator checklist) # of schools harvesting produce that is utilized in school lunches (bi-annual school reports)*	*At least 50 individuals will participate in developing each school garden 90% of project schools establish a garden and successfully harvest produce*
		Train school cafeteria workers to incorporate produce from school gardens (4x's per school year, each quarter.)	*# of schools using produce (bi—annual school reports) # of school meals per week that incorporate produce (bi-annual school reports) # of workers trained (training list and test scores) # of menu options developed (bi-annual school reports) Pre and Post test scores (after each training)*	*70% of participating schools provide an average of two vegetables, three days per week in school lunches by the end of year 2 75% of teachers and school food workers trained score 75% of better on a post-training test on gardening and nutrition topics*
	Improve the nutritional status of children in project schools	*Monitor nutritional status of children in the community (Ongoing, beginning at project start date)*	*Body Mass Index of sample of students tracked over the course of the project, indicating changes towards healthy weight (bi-annual school reports) Anecdotal evidence from teacher and parent feedback (bi-annual school reports)*	*75% of children who are underweight at a baseline will increase their BMI by the end of year 2*
	Increase family food security through enhanced knowledge of gardening, and the establishment of home gardens	*Incorporate nutrition and gardening education programs (and materials) in schools via hands on games, songs, plays, drawings and other activities. (On-going, at least 2x's per month per participating school)*	*Pre and Post participation tests for each program day # of children participating in schools tracked over time*	*75% of participating children scored 60% or better on a year-end test on gardening and nutrition topics*
		Families will participatein hands-n garden training, food production and harvesting (On-going, at least 2x's per month beginning early Spring)	*# of participants tracked over time*	*500 families will participate in training*
		Families receive garden starter kits and establish a household vegetable garden (Spring)	*# of family gardens developed (program coordinator checklist, ongoing) Size of family gardens (program coordinator checklist, ongoing) Type of food being harvested (program coordinator checklist, ongoing)*	*75% of families who participate in training will establish own household gardens 70% of families who establish a vegetable garden will successfully harvest produce*

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Sample Goals, Objectives, and Outcomes –Science Education

	Objectives/ Short Term Outcome(s)	Key Activities or Strategies you will use, and the TIMELINE of when activities will take place	Type of Data/ Data Collection Methods (How do you intend to track your progress? Please tell us what information will you be collecting, how you will collect, and when you will collect it.)	Results of Your Activities (What are your target results? i.e., # of people impacted, # of events, quantifiable results of your activities, etc.)
Create a group of trained teachers that are incorporating literature and arts into their science curriculum, thereby enhancing student's learning experience and critical thinking skills.	**Objective 1:** *Train teachers to develop creative science lesson plans that use literature and arts*	*Partner teachers with Arts and Science trainer to develop lesson plans* *Jan-February*	*Ongoing tracking of:* *# of teachers signed up for the program* *# of teacher/artist pairs*	*40 teachers sign up for the program, at least 75% of them (30) fully enroll* *30 teaching/artist pairs*
		Help teachers identify non-textbook science related literature to incorporate into science lessons *February – April*	*Bi-Monthly Teacher reports on the:* *# and type of non-textbook literature being used in lesson plans*	*Each teacher pair uses at least 2 non-textbook pieces of literature in each lesson plan*
	Objective 2: *Increase students' understanding of science concepts through the creative arts and literature*	*Teachers use the identified literature resources during class, with participatory "read-alouds"* *August – December*	*Classroom pre-post quizzes checking for concept understanding* *End of program reading comprehension scores for involved students*	*90% of students will score 90% or better on lesson plan based post-tests, reported by teachers* *60% of engaged students will demonstrate improved reading comprehension, based on standardized test scores*
		Students will engage in hands on activities exploring science and literature during lessons *August -December*	*Bi-Monthly Teacher reports on the:* *# of hands on activities incorporated into lesson plans*	*100% of teacher lesson plans incorporate hands-on learning activities*

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Describing Budgets: OK, Better and Best

- $10,000 for reading improvement; for what? How many?

- $10,000 for reading improvement, including $7,000 for teacher training for 10 teachers and substitute time and $3,000 for materials and new books; how were totals calculated?

- $10,000 for reading improvement, including $5,000 for teacher training for 10 teachers at (10x$500 each), $2,000 for teacher substitute time ($20/hr x 10 hrs x 10 classrooms), and $3,000 for materials and new books ($200 new books and $100 materials x 10 classrooms); Great detail!

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Budget Template/Samples

- The Monsanto Fund has a standard budget template that must be included with all applications.

- The budget template has two sections/tabs:
  - Program Revenue
  - Program Expense

- Standard template and samples
  - Budget Template
  - Budget Template Sample - Science Ed
  - Budget Template Sample - Food Program

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Budget Template: Program Revenue

Monsanto Fund Project/Program Budget Worksheet: Part I. Program Revenue
Revenues should include all anticipated funding for this program (pending and committed).

Please Note: Complete **shaded** areas, all other values will automatically calculate.
Double-click below in the **shaded areas** to complete the Budget
Worksheet.

Organization Name:

Program Revenue

*How do you
plan to fund this program?*

Source	Total Program Revenue ($)	% of Total Revenue
Monsanto Fund Request		#DIV/0!
Corporations*		#DIV/0!
Foundations*		#DIV/0!
Public Agencies Contributed Income*		#DIV/0!
Public Agencies Earned Income**		#DIV/0!
Individuals		#DIV/0!
Earned Income		#DIV/0!
In-Kind Support		#DIV/0!
Other:		#DIV/0!
Other:		#DIV/0!
TOTAL REVENUE	$ -	#DIV/0!

Will Automatically
Calculate

*List major funding sources below

*Funding Sources: Please list funding sources that have been identified above to help support this program, amounts committed or pending, and the date when you expect to know about these requests.

Source	$Committed	$Pending (Amount Requested)	Expected Decision Date
Monsanto Fund Grant Request		$0.00	
*			
*			
*			
*			
*			
*			
*			
*			
*			
*			
TOTAL:	$0.00	$0.00	****Grand Total =** $0.00

**Describe how income is
earned from public agencies,
such as fee for what types of services?

**In most cases, the Grand Total should equal or be close to the total program revenue listed above.

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Budget Template: Program Expense

Monsanto Fund Project/Program Budget Worksheet: Part II. Program Expenses

Expenses should include **all** program expenses, and please specify the allocation of the Monsanto Fund grant for each expense line (full or partial) in Column N.

Please Note: Complete only **shaded** areas, all other values will automatically calculate. Double-click below in the **shaded areas** to complete the Budget Worksheet.

Organization Name:

Expense Categories	Description of Expense (i.e. counselor; professional development training; food for after-school program; laptop computers; etc)	Cost Per Unit (i.e. enter full time salary; enter cost for each meal; enter cost for equipment to be purchased; etc.)	Total Quantity (i.e. enter percent of salary; enter percent for tax rate; enter number of meals or laptops; etc)	TOTAL Program Expense	Amount of Monsanto Fund Grant Allocated for Each Line Item	Remaining Program Costs Supported by Other Resources
Salaries				$0.00		$0.00
Salaries				$0.00		$0.00
Salaries				$0.00		$0.00
Benefits & Payroll Taxes				$0.00		$0.00
Contractual Services				$0.00		$0.00
Trainings/Conferences				$0.00		$0.00
Printing/Publications				$0.00		$0.00
Travel				$0.00		$0.00
Vehicle Costs				$0.00		$0.00
Food				$0.00		$0.00
Technology (hardware, software, systems)				$0.00		$0.00
Equipment Purchase				$0.00		$0.00
Supplies				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00

Program Expense

How do you plan to fund this program?

TOTAL COLUMN EXPENSES $0.00 $0.00 $0.00

	Requested Monsanto Fund Grant	Other Anticipated Resources
Should equal the amount requested from the Monsanto Fund	$ -	$ -
Deficit/ Surplus	$0.00	$0.00

Should equal the amount requested from additional resources

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Budget Template Sample: Program Revenue – Food Program

Monsanto Fund Project/Program Budget Worksheet: Part I. Program Revenue
Revenues should include all anticipated funding for this program (pending and committed).
Please Note: Complete **shaded** areas, all other values will automatically calculate.
Double-click below in the **shaded areas** to complete the Budget Worksheet.

Organization Name: SOUTH AFRICAN FOOD PROGRAM SAMPLE

Program Revenue

How do you plan to fund this program?

Source	Total Program Revenue ($)	% of Total Revenue
Monsanto Fund Request	$35,000.00	98.59%
Corporations*		0.00%
Foundations*		0.00%
Public Agencies Contributed Income*		0.00%
Public Agencies Earned Income**		0.00%
Individuals	$501.25	1.41%
Earned Income		0.00%
In-Kind Support		0.00%
Other:		0.00%
Other:		0.00%
TOTAL REVENUE	$ 35,501.25	100.00%

Will Automatically Calculate

*List major funding sources below

*Funding Sources: Please list funding sources that have been identified above to help support this program, amounts committed or pending, and the date when you expect to know about these requests.

Source	$Committed	$Pending (Amount Requested)	Expected Decision Date
Monsanto Fund Grant Request		$35,000.00	
Individual Donor	$501.25		Annual appeal, June
*			
*			
*			
*			
*			
*			
*			
*			
TOTAL:	$501.25	$35,000.00	****Grand Total =** $35,501.25

**Describe how income is earned from public agencies, such as fee for what types of services?
**In most cases, the Grand Total should equal or be close to the total program revenue listed above.

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Budget Template Sample: Program Expense – Food Program

Monsanto Fund Project/Program Budget Worksheet: Part II. Program Expenses

Expenses should include **all** program expenses, and please specify the allocation of the Monsanto Fund grant for each expense line (full or partial) in Column N.

Please Note: Complete only **shaded** areas, all other values will automatically calculate. Double-click below in the **shaded areas** to complete the Budget Worksheet.

Organization Name: GARDEN PROGRAM SAMPLE

Program Expense

How do you plan to fund this program?

Expense Categories	Description of Expense (i.e. counselor; professional development training; food for after-school program; laptop computers; etc)	Cost Per Unit (i.e. enter full time salary; enter cost for each meal; enter cost for equipment to be purchased; etc.)	Total Quantity (i.e. enter percent of salary; enter percent for tax rate; enter number of meals or laptops; etc)	TOTAL Program Expense	Amount of Monsanto Fund Grant Allocated for Each Line Item	Remaining Program Costs Supported by Other Resources
Salaries	Program Director 1/2 FT salary	$ 25,000.00	1	$25,000.00	$ 24,500.00	$500.00
Salaries				$0.00		$0.00
Salaries				$0.00		$0.00
Benefits & Payroll Taxes	Benefits at 20%	$ 5,000.00	1	$5,000.00	$ 5,000.00	$0.00
Contractual Services				$0.00		$0.00
Trainings/Conferences				$0.00		$0.00
Printing/Publications				$0.00		$0.00
Travel				$0.00		$0.00
Vehicle Costs				$0.00		$0.00
Food				$0.00		$0.00
Technology (hardware, software, systems)				$0.00		$0.00
Equipment Purchase				$0.00		$0.00
Supplies				$0.00		$0.00
Other: Seeds for family gardens	10 seed packets for 20 families at $5.75 per packet	$ 5.75	20	$115.00	$ 115.00	$0.00
Other: Seeds for school gardens	25 seed packets for gardens in 15 schools at $5.75 per packet	$ 5.75	375	$2,156.25	$ 2,155.00	$1.25
Other: Gardening tools for family gardens	1 full gardening tools set for 20 families at $34 per set	$ 34.00	20	$680.00	$ 680.00	$0.00
Other: Gardening tools for school gardens	5 full gardening tools sets for each of the 15 schools at $34 per set	$ 34.00	75	$2,550.00	$ 2,550.00	$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
			TOTAL COLUMN EXPENSES	5,501.25	$35,000.00	$501.25

	Requested Monsanto Fund Grant	Other Anticipated Resources
Should equal the amount requested from the Monsanto Fund	$ 35,000.00	$ 501.25
Deficit/ Surplus	$0.00	$0.00

Should equal the amount requested from additional resources

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Budget Template Sample: Program Revenue – Science Education

Monsanto Fund Project/Program Budget Worksheet: Part I. Program Revenue
Revenues should include all anticipated funding for this program (pending and committed).

Please Note: Complete **shaded** areas, all other values will automatically calculate.

Double-click below in the **shaded areas** to complete the Budget Worksheet.

Organization Name: **SCIENCE ED SAMPLE**

Program Revenue

How do you plan to fund this program?

Source	Total Program Revenue ($)	% of Total Revenue	
Monsanto Fund Request	$25,000.00	100.00%	Will Automatically Calculate
Corporations*		0.00%	
Foundations*		0.00%	
Public Agencies Contributed Income*		0.00%	
Public Agencies Earned Income**		0.00%	
Individuals		0.00%	
Earned Income		0.00%	
In-Kind Support		0.00%	
Other:		0.00%	
Other:		0.00%	
TOTAL REVENUE	$ 25,000.00	100.00%	

*List major funding sources below

*Funding Sources: Please list funding sources that have been identified above to help support this program, amounts committed or pending, and the date when you expect to know about these requests.

Source	$Committed	$Pending (Amount Requested)	Expected Decision Date
Monsanto Fund Grant Request		$25,000.00	
NO ADDITIONAL FUNDING SOURCES			
*			
*			
*			
*			
TOTAL:	$0.00	$25,000.00	****Grand Total =** $25,000.00

**Describe how income is earned from public agencies, such as fee for what types of services?

**In most cases, the Grand Total should equal or be close to the total program revenue listed above.

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Budget Template Sample: Program Expense – Science Education

Monsanto Fund Project/Program Budget Worksheet: Part II. Program Expenses

Expenses should include **all** program expenses, and please specify the allocation of the Monsanto Fund grant for each expense line (full or partial) in Column N.

Please Note: Complete only **shaded** areas, all other values will automatically calculate. Double-click below in the **shaded areas** to complete the Budget Worksheet.

Organization Name: **SCIENCE ED SAMPLE**

Expense Categories	Description of Expense (i.e. counselor; professional development training; food for after-school program; laptop computers; etc)	Cost Per Unit (i.e. enter full time salary; enter cost for each meal; enter cost for equipment to be purchased; etc.)	Total Quantity (i.e. enter percent of salary; enter percent for tax rate; enter number of meals or laptops; etc)	TOTAL Program Expense	Amount of Monsanto Fund Grant Allocated for Each Line Item	Remaining Program Costs Supported by Other Resources
Salaries	Teacher Training Coordinator - $180 per day at 36 total days	$180.00	36	$6,480.00	$6,480.00	$0.00
Salaries	Teacher participation stipend - $230 per teacher at 30 teachers	$230.00	30	$6,900.00	$6,900.00	$0.00
Salaries				$0.00		$0.00
Benefits & Payroll Taxes				$0.00		$0.00
Contractual Services				$0.00		$0.00
Trainings/Conferences	2 days of professional development workshops to share experiences and train additional teachers, $2500 per day	$2,500.00	2	$5,000.00	$5,000.00	$0.00
Printing/Publications	Nominal printing	$0.10	200	$20.00	$20.00	$0.00
Travel				$0.00		$0.00
Vehicle Costs				$0.00		$0.00
Food				$0.00		$0.00
Technology (hardware, software, systems)				$0.00		$0.00
Equipment Purchase				$0.00		$0.00
Supplies				$0.00		$0.00
Other: BOOKS	Estimated @ $15 per book for 15 students in each of 30 classrooms	$10.00	450	$4,500.00	$4,500.00	$0.00
Other: Supplies stipend for teacher usage	$70 stipend for supplies for use during each of 30 lessons	$70.00	30	$2,100.00	$2,100.00	$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
Other:				$0.00		$0.00
TOTAL COLUMN EXPENSES				$25,000.00	$25,000.00	$0.00

Program Expense

How do you plan to fund this program?

	Requested Monsanto Fund Grant	Other Anticipated Resources	
Should equal the amount requested from the Monsanto Fund	$25,000.00	0	Should equal the amount requested from additional resources
Deficit/ Surplus	$0.00	$0.00	

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Strong Proposals to the Monsanto Fund Will Include:

Project Description:

- Clear project goals
- Clear project details, including the specific activities and timelines

Project Participants:

- Clear description of who will benefit from the proposed project, including numbers of participants
- Clear description of why the target population is in need of the proposed project or services

Project Impact:

- Clear and realistic project goals
- Clear description of how the project's progress will be assessed, and what indicators will be used to determine impact
- Clear description of how the project's activities and impact may continue beyond the life of the grant

Project Budget:

- Clear description of how the grant will be used, including clear calculations and relevant cost explanations

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Four Types of Proposals
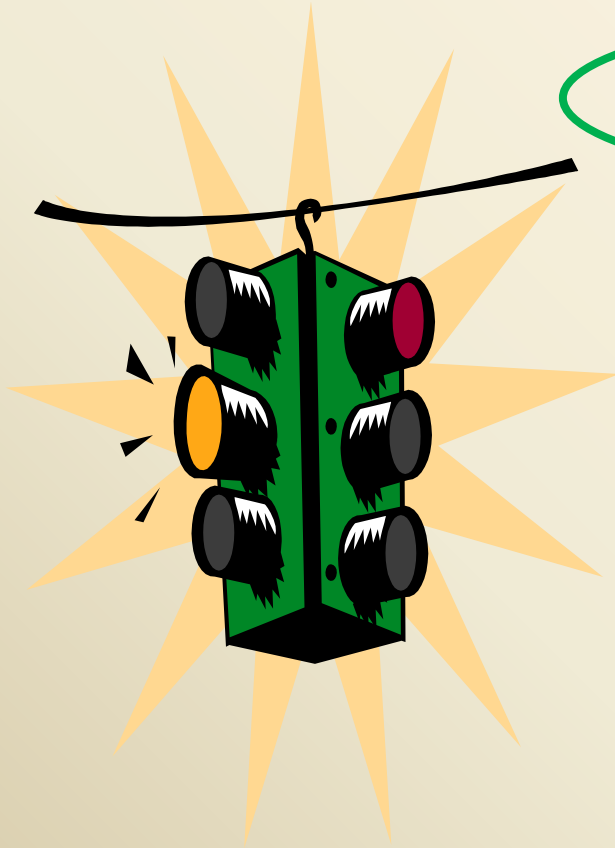
Good Project / Well Written

Good Project / Poorly Written

Unclear Project / Well Written

Unclear Project / Poorly Written

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Resources

- **Colleague –** Ask a colleague to review the draft

- **Foundation Center –** short course & webinar
  http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html
  http://grantspace.org/Multimedia-Archive/Webinars/Proposal-Writing-Basics

- **Monsanto Fund Information –**
  www.monsantofund.org

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Thank You!

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