



The University of the West Indies Open Campus
Consortium for Social Development and Research
SOCIAL WORK TRAINING AND RESEARCH CENTRE

Grant Writing 2-Day Workshop



Modality

Online



Duration

2 days



Certificate

Participation



Cost

\$(JMD)



Start Date

TBD



Continuing Education Units

None

Overview

The Grant Writing Training provides hands-on training to multi-sector players in social and economic development providing guidance and practical resources including best practices for writing winning project proposals.

Attendees are exposed to fundamentals of grant writing such as the principles governing grant writing, common donor requirements, common mistakes made, designing the logical framework, sustainability planning and crafting a budget.



Who is the course for?

The course is targeted at individuals who are involved in working with Civil Society, Non-Governmental Organisations (NGO's), Service Organisations and Community Based Organisations who will have the responsibility for preparing proposals for grant financing to implement their development projects and activities.

Entry Requirements

This course is designed for individuals with good writing and organisational skills. Some basic understanding of management and organisations should also be possessed.

Objectives

Participants are expected to:

- Explore best practices of and standard requirements in writing a grant
- Identify the fundamental components which make up a standard grant proposal
- Describe the fundamental components of a standard grant proposal
- Determine the information required to prepare a standard grant proposal
- Complete the requisite elements in a grant such as project summary, methodology and sustainability plan
- Craft indicators of how the success of their projects will be measured
- Evaluate the sustainability of projects and devise ways that their projects will be sustained post project implementation
- Describe high-level project activities (who will carry them out, how they will be done, where and in what order)

Course Content

1. Project Summary

Participants will be exposed to main considerations of preparing project summaries.

Emphasis will be placed on the inputs, outputs, outcomes and impact. Discussion will

centre around the difference between outcome and impact. Participants will also explore

ways to present the primary issue to be addressed, to describe the direct and indirect beneficiaries and to present project goals and objectives.

2. Standard elements of a grant

Exploration of grant proposal template(s) will provide participants with understanding of the purpose of the elements and the variations based on granting organisations preferences, as well tips to effectively compose the sections.

3. Logical Framework

The logical framework will be introduced to the participants as a tool for result-based project management. Discussion and hands-on activities will focus on the purposes of the framework as well as the top-down and bottom-up approach in constructing the matrix.

4. Sustainability Plan

This section will seek to address how to make the proposed project sustainable in the long term. Discussion will surround strategies for keeping the project financed beyond the grant injection.

5. Methodology

Participants will be exposed to the RACI (Responsible, Accountable, consulted and informed) Model as the main methodology in bridging the gap between objectives and project outcome.

6. Budget

Participants will be expected to understand the key terms of the budget, draft a budget and write the financial narrative. The importance of clarification and justification of budgets will be discussed.

Assessment Structure

A model of continuous in-class assessment is proposed for this course. Students will be assessed using individual assignments and group work.

Workshop Schedule

Time	Day One	Day Two
9:00	Welcome and Overview	Welcome and Overview
9:15	Icebreaker	Review and recap
9:30	Introduction to Grant Writing Principles Governing Grant Writing	<i>Peer Review of drafted grant proposals</i>
10:30	Break	Break
10:45	Standard Elements of a Grant Proposal <i>Experiential exercise: Work in large group to complete sections of the grant proposal template</i> Strategies in designing an effective project	Methodology <i>Experiential exercise: Completing RACI matrix (Large group exercise)</i> Drafting of Log Frame <i>Experiential exercise: Work in small groups to complete a logical framework</i>
1:00	Lunch	Lunch
2:00	Drafting of Project Summary Sustainability Plan <i>Experiential exercise: Work in large group to complete sections of the grant proposal template</i>	Drafting of Budget <i>Experiential Exercise: Work in small groups to complete budget template</i> Common Mistakes made in Grant Writing Best Practices
4:00	Closing and Evaluation	Closing and Evaluation