

Non-Profit Grant Writing Script

2 Voice Overs: Narrator(female) and Thomas (male, business casual)

1.1 Welcome slide

Welcome to the “How to Write a Successful Grant for Your Non-Profit Organization” eLearning course. This course is sponsored by Care for All Inc., a national non-profit organization that focuses on providing resources for other local non-profit organizations. In this course, you will learn how to conduct appropriate research, identify a need for a non-profit organization, and put all the necessary information together to compile a successful grant.

If you are familiar with the course navigation player, click the start button to begin. If you would like some guidance with navigating the course, click the navigation button.

When you're ready, let's get started.

1.2 Navigation slide

Please take a moment to review the course player so you can comfortably navigate through the course. If you know your way around, you may proceed to the next slide. If you'd like to go backward and forward in the course, click the previous or next buttons. Accessibility options are located here. To adjust the volume, click the volume icon. Click the replay button to see the entire slide again or adjust the seekbar at any time to review a portion of the slide. You can also pause the player, click the same button again to resume play. Revisit a slide by using the menu on the left. Finally click the resources tab to learn more about non-profit grant writing. Click the next button now to begin the course.

1.3 Learner's Intro:

Thomas:

Welcome to the course. My name is Thomas and I encourage you to get comfortable so we can learn how to write a successful grant for a non-profit organization together. I will be learning along with you throughout this course.

Type your name, then click the Submit button.

1.4 Learning Objectives:

Narrator:

Before you and Thomas begin, take a moment to review the learning objectives for this course.

By the end of this course, you will be able to:

Identify a specific need for your local non-profit organization.

Research your area for local grants and lenders.

Prepare your grant proposal using the research and information gathered.

Review your proposal and get a fresh perspective.

Click the next button to learn more.

1.5 What Is a Grant?

Narrator:

Before we continue, it will be helpful for you and Thomas **to understand exactly “What is a Grant?”**

Click the next button once you are finished.

Thomas caption:

I'm sure I need this quick review. Let's take a moment to review together %LearnerName.

Narrator:

Review the descriptions below by clicking on each tab.

A grant is a request that a grantor joins the nonprofit as a partner...

A grant is usually conditional based upon certain qualifications by grantee or grantor.

A grant is a bounty, contribution gift, subsidy bestowed by an organization.

1.6

Identify Needs

Thomas:

I'm glad we are learning how to write a successful grant together. I'm often confused in uncovering a need and understanding if the need is grant worthy. Let's learn more.

Directions:

Click each button below to assist you in identifying needs for your non-profit organization.

1.7 Is there a need?

Narrator:

Click on each button below. Click next when you are finished.

Layer 1

Partner with your non-profit organization and ask them.

Layer 2

Find out if there are needs that have not been met within their organization.

Often, there is a need that has not been fulfilled.

1.8 What type of need?

Layer 1 Uncover the need

You can ask your non-profit organization for specific needs.

Some needs that could be uncovered are maintenance needs, new equipment for the office, kitchen or living quarters.

Layer 2 Basic necessities

Non-profit organizations are always in need of basic necessities such as food, hygiene, and cleaning items for the residents they serve.

1.9 Is this need grant worthy?

Layer 1 Worthy of a grant

There are times that a need may arise for the non-profit organization, but it's not necessarily a grant worthy request.

Layer 2 Examples

Examples of grant worthy needs would include staffing shortages and volunteer assistance.

1.10 Do your Research

Narrator:

It is vital to spend time doing research about your non-profit organization of choice. It is equally important to research the company or business that you plan to request a grant. Plan to gather important information that will support your request. Be prepared to do your own research gathering data about the exact need that the grant will be written.

Create a plan for your grant with these 4 steps.

Click on each tab to learn more.

Where Do I start? Tab

Check with the grantor to verify if there is a standardized form. If not, you will be compiling the info into a grant letter.

Gather details Tab

Partner with your non-profit to collect relevant information about the organization. Important information included:

- Size of the organization
- Who or what do they serve?
- What are their specific needs

Who benefits? Tab

Grantors appreciate knowing who or what the grant will benefit. Always include this in your grant proposal. It is also customary to include the number of beneficiaries.

Data, Data, Data Tab

Including data in your grant proposal strengthens your argument for the request. Specific data to include should be:

- Record the number of beneficiaries served or impacted.
- State the exact financial need with an invoice or billing statement.
- Provide a persuasive argument as to the economic and social benefits to the community.

1.11 Knowledge Check

It's time to check your knowledge of what you have learned thus far. Click three choices to best answer this question.

What are the three types of data that one should include in a grant proposal?

Correct TAB

That's right. The 3 types of data to include are the number of beneficiaries served, financial need, and how the community benefits financially or socially.

Click the continue button to learn more.

Try Again TAB

Not quite right. The 3 types of data to include are the number of beneficiaries served, financial need, and how the community benefits financially or socially.

Click the button below to try again.

Incorrect TAB

That's incorrect. The 3 types of data to include are the number of beneficiaries served, financial need, and how the community benefits financially or socially.

Click the continue button to learn more with Thomas.

1.12 Prepare Your Grant

Thomas:

Now that we have identified the need and gathered the relevant data, it's time to start building our grant.

Narrator:

Click each button in order to learn how to build your grant.

Tab 1 Draft

Narrator:

Begin composing your draft. Include the following:

Recipient contact information

Sender contact information

Greeting

Note: if the grantor has a form, follow the guidelines on the form.

Tab 2 Body/Content

The body of the letter should include the information from your research:

Information gathered about the non-profit organization

Specific needs to be requested

Relevant data

Tab 3 Conclusion

The final step is to construct a conclusion (final paragraph in the body), closing and a signature.

In the final paragraph, close with a persuasive, well supported argument.

For the closure, use a closing such as sincerely

Signature (signed and printed)

Now that you have reviewed all 3 sections of the grant letter, click the x button to continue.

1.13 You're almost there!

You're almost there. Before you send in the grant, review, and get someone else to review your proposal.

1.14 Review

Narrator:

Review the markers to review. Click the next button when you are finished.

- (1.) Proofreading your grant proposal for errors in grammar and missing data will ensure your proposal is approved.
- (2.) Review your grant proposal a second time and save your proposal.
- (3.) For the final check, have a friend review the proposal to get a fresh perspective.

1.15 Knowledge Check

Narrator:

It's time for a knowledge check to assess what you have learned in this course. Choose the best answer to the following question.

The body of the proposal letter should include relevant information gathered from the non-profit organization and data to support your argument for the grant.

Correct layer:

That's right. The body of the proposal letter should include relevant information gathered from the non-profit organization and data to support your argument for the grant.

Click the Continue button if you are ready to move on in this course.

Incorrect layer:

Not quite right. The body of the proposal letter should include relevant information gathered from the non-profit organization and data to support your argument for the grant.

Click the Continue button to move on in this course.

1.16 Narrator:

It's time for your assessment. You'll answer 5 questions. You must earn 80% to pass. You will have two attempts to take this quiz. Click the Take the Quiz button when you are ready to begin.

1.22 Quiz Results

Success layer

Congratulations you passed the quiz! If you would like to review your answers, click the Review button. Click the Continue button if you are ready to apply what we've learned in this course.

Failure layer

Hmm....you did not pass. Click the Review Quiz button to take a look at the answers you submitted. Then click the Retry Quiz button once you are ready to try again.

