

## **Grant Writing Workshop - *Addressing the Selection Criteria / How do we address the questions?***

Instructor: Dr. Daniel J. McCormack, Binghamton University

Format: Live, In-Person

Duration: 1 day

Prerequisite Knowledge: Knowledge and/or experience writing grant proposals is required.

### **About the Instructor**

Dr. McCormack has been successfully writing grants for over 30 years. He currently teaches graduate courses in grant writing at Binghamton University and presents grant writing seminars and workshops on and off campus. He has written grants for the New York State Education Department; for colleges, universities, school districts, local governments; and various human services agencies.

### **Workshop Description**

During this one-day workshop, participants will examine 15-18 common questions that come up all the time on U.S. Department of Education and other federal agency grants. Dr. McCormack will address each question and discuss how the questions have been addressed in the past and show some examples. Then participants will be asked to come up with ways to address the questions with their specific ideas in mind.

### **Workshop Outline**

- Introduction
- What we want to accomplish
- What is a proposal / What does it look like: Brief Review
- Reading the Request for Proposal (RFP)
- What is the purpose of the Federal/State programs: Examples of Purpose Statements from Federal/State programs
- Everything flows from the Purpose
- Addressing the Questions / the Selection Criteria: Here we will look at a series of typical questions that appear in many Federal/State RFP's - the Need, Significance, Program Services, Quality of Personnel, Management Plan, Resources, etc.
  - How do we interpret the questions
  - How do we go about answering the questions
  - What information do we need
  - What is the funding source looking for
- The writing process / How do we get started
- What do we need to do if we are writing a grant that involves several others on campus or in the community
- How do we address the evaluation question
- Review of what we have covered / Where do you go from here
- Why you should be good at this