Developing Grant Proposals for Helena College
Jan Clinard, Grant Coordinator

As the new Grant Coordinator for Helena College, I will be researching grant opportunities and writing grant proposals with input from faculty and staff. Please follow a process that begins with the steps and questions listed below; THEN send me your grant idea or the Request for Proposal (RFP) you have found. My research will help us decide if we should form a team and move forward with a proposal. Note: the Budget Management Team will review all proposals prior to approval and submission.

1) Look for funding sources, requests for proposals, or ideas for a grant that match what you are passionate about, so the time and effort spent will not be drudgery!

2) Why is the current situation inadequate? Why do we need to know more and do better?

3) In what sense is your idea innovative; your approach to solving the problem different from what has already been done? What research can you cite proving that your approach will be successful?

4) Learn to use a Logic Model, a snapshot of the resources available for your program, the activities you plan, and the results you hope to achieve. Logic Models can be visualized in tables, flowcharts, or connected boxes that show how one aspect leads to another. (See: https://www.umt.edu/research/ORSP/propdev/Jumpstart_Your_Proposal.pdf).
   a. Problem Statement: Describe the current situation. Ask, “What’s the point?” to describe your Long Term Goal. Tie this goal to Helena College’s Strategic Goals and Core Themes: Promote student success and achievement; Advance academic excellence and scholarship; Build community engagement and partnerships. Consider enrollment, retention, and completion as well.
   b. Inputs: Start with a wish list—human, financial, organizational resources that will help you achieve the goal.
   c. Programming: What work must be done to address the Problem? What activities will you undertake?
   d. Outputs: Describe your short-term, measurable outputs, signs that you are achieving your goals.
   e. Outcomes: What conditions will change over time and overcome the Problem?

5) If you’ve already found a lead on a grant:
   a. What is the funding source you’ve identified? What are their goals?
   b. Is a match required? What is the range of award amounts? Will the grantor fund this type of institution or program?
   c. What are the criteria or priorities? Do they match your priorities?
   d. When is the grant proposal due? How much time can you devote to working on the proposal?