



Delta Kappa Gamma International Sigma State - Wisconsin

PRESENTATION: Crafting your DKG Action Grant Proposals

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QUESTION 1: State the GOALS of the project and identify the LITERACY ELEMENT. (What do you plan to achieve?)

- Brief introduction about your organization and project overview
 - The reviewers know nothing about you at this point.
 - Narrative format, factual but passionate, STATE THE NEED
- State goals of the project: (SMART goals)
 - List format
 - Small # of goals (one?) – your list of objectives in Q2 will be lengthier and even more specific.
 - SMART: S (specific) M (measurable) A (achievable) R (relevant) T (time bound) goals/objectives.
- Identify the literacy element: Literally – be specific and to the point



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QUESTION 2: Describe your ACTION PLAN and include the timeline from beginning to end for your project. (How do you plan to reach your goal?)

- Create objectives for reaching your goal(s)
- For each objective, generate activities that need to be accomplished to achieve the objective. Think S M A R T.
- Remember both the administrative activities AND the actual project activities.
- The more specific, the better.

GOAL(S) --- OBJECTIVES --- ACTIVITIES



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QUESTION 3: What is your EVALUATION METHOD, e.g., interviews, surveys, pre-test, post-test, data collection, and the like, to determine whether stated GOALS have been met?

- Each objective must have an associated evaluation plan
- Including the who, what, where, when, why and how for the evaluation plan *for each objective*
- Who will create and complete the evaluation?
- What will the evaluation tool be?
- When/Where/How will the evaluation be conducted?

Evaluate each objective...sometimes this means measuring activities within the objective



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QUESTION 4 : What will be the local, state, and or global impact of this project?

- Be realistic. It does not need to have a local, state AND global impact.
- Think about how you determined your objectives, and use that information as evidence for how you are projecting the impact.
- Think about project sustainability.
- Also keep in mind the intended purpose of the funding set forth by the organization. LITERALLY

BE SPECIFIC

Use quantitative/qualitative DATA!!



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QUESTION 5: How will the members of your chapter be involved? (Be specific; indicate the percentage of chapter members who will be involved. Emphasis on actual “physical, hands-on” membership participation is encouraged.)

- If you haven't already, describe your chapter membership
- In list format (for ease of reading) list each personnel member involved and the activities that they will be involved in.
- Sometimes it's a good idea to list the objective, and then follow with the activities that will take place in order to accomplish that objective – and remember to specifically list the people involved with each activity.
- Note that the 'criteria for a quality grant' states that the proposal should “demonstrate involvement of MANY chapter members.” *They are not kidding.*



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QUESTION 6: Cite the SPECIFIC PORTION/S of the purposes or programs of Delta Kappa Gamma International that speak to your project. For purposes or programs of Delta Kappa Gamma, go to www.dkg.org and click on Projects and Programs, as well as About Us.)

- LITERALLY, use the exact language provided in the DKG and Sigma State mission/vision statements
- Think both broadly and specific (professional development/other) and program specific (education/literacy...etc.)



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QUESTION 7: Budget

- “Estimate” does not mean guess. *Be as specific as possible*
- (Attach additional page if necessary) does not actually mean ‘if necessary.’ You **MUST** provide a budget narrative.
- BUDGET NARRATIVE – paragraph format, how much, why
- Contact the funder if you have questions about the budget – this isn’t just a nicety. Make sure it’s an eligible expense and how to break down certain expenses if not readily apparent.



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FINAL GENERAL TIPS

- Follow directions
- Contact the funder if you have questions
- Do not feel constrained by the Word doc format of the application. Write as much as you need (and as much as makes sense) in order to tell your story
- Your 'story' should be a mix of objective, factual information, combined with a more subjective, passionate voice that compels the reviewer to fund your project
- Remember, the reviewer knows NOTHING about you or your project before they starting reading your application
- Don't forget to provide data that showcases evidence for the NEED for your project/program