

Menomonie Community Health Foundation

**HOW TO WRITE A SUCCESSFUL MENOMONIE COMMUNITY HEALTH
FOUNDATION GRANT**

Deadlines- January 15, May 15, September 15

Carefully read the Menomonie Community Health Guidelines- [Link to guidelines attached](#)

Briefly define the goals and objectives of the project

- Establish need or rationale for the project.
 - Clearly define your ideas.
 - Justify why the project should be done.
 - Map out and justify your budget
 - Project timetable.

Determine if your project fits within the priorities of the Menomonie community Health Foundation guidelines.

- Support from this foundation is given in any of these areas:
 - Development of Resources
 - Partnerships in Support of Innovative Health Education
 - Health Promotions
 - Applied Health Research
 - Service Delivery
- Do your goals align with the grant priorities?
 - Focusing on making people aware of health choices
 - Enhancing the health status of the community
 - Integrating prevention into family practice and specialty services
 - Promote immunization for children and elderly
 - Prevent selected conditions their complications (i.e. alcohol abuse)
 - Demonstrate farsighted perspective seeking solutions having long-term impact on health care delivery
 - Use foundation funds as seed money to:
 - Leverage other funds
 - Build coalitions
 - Establish strategic partnerships and alliances
 - Advance initiatives that bring people together to solve health care problems
 - Educate health care consumers and/or providers to make a positive impact on community health
 - Improve health outcomes
 - Provide community-based health related services
 - Enhance outcomes at reduced cost
 - Examine ways to insure that special populations receive quality care and attention

Begin drafting your first copy of the proposal application form.

Answer each question precisely, with **Special Attention** to these requirements:

- Proposals should be word processed or typed
- Proposals must not exceed four pages (secluding the budget)
- Each section (question) must be addressed even if it seems repetitive, address each question in the context of the section
- Acknowledge that proposals are evaluated on proposal presentation and completeness

Examine your Budget

- Verify that everything listed in you budge form is discussed in your budge narrative
- Verify that everything discussed in your narrative has a dollar amount representing it within the budget form

Clearly Determine you Project Evaluation Process

- These questions about your methodology need to be answered in you evaluation discussion:
 - How will you evaluate your project?
 - How will it transpire? (Focus groups, interviews, survey, informal method)
 - Who will be conducting the evaluation?
 - When will the evaluation take place?
 - What will happen with the results of your evaluation?
 - Who will see the results?

Clearly Define you Timeline

- Indicate the starting date, the ending date, and the dates of activities that will take place during your project period.
- If your project is part of or a portion of a larger project that has already started, indicate the amount of time the project has been in place.
- If this is a new project that does not fall within another project, notice that the project should not start until the grant has been awarded.

Seek Advice and Input from Colleagues

- Send your proposals to several colleagues to read

Make appropriate changes and solidify your content

- Tighten up your content by going over the details and logistics of your project. Make sure that your proposal is clear, concise and easily understood by someone who has not been involved with or knows little about the scope of your project.

Tighten up your writing

- Avoid jargon and acronyms
- Avoid technical language

- Avoid ambiguous wording
- Do not assume anything

Seek Advice Again

Make modifications again

- Go over the details and logistics of the project, making sure that all the pieces fit together. Remember to be clear and concise in your writing style when communicating your thoughts.

Submission

- Complete all portions of the four-page application form. Return the original and six copies to:
Community Health Foundation
PO Box 237
Menomonie WI 54751

The applications must be submitted to the Foundation before any of the three deadlines.

LINKS TO GRANT WRITING INFORMATION AND RESOURCES

Successful Grant Writing – www.vansouver.wsu.edu/ca/cavv/grantwritng/htm

Grant Writing – www.uvm.edu/-reshmpg/guide.htm

Basic Elements of Grant Writing – www.cpb.org/grants/grantwriting.htm

Grant Writing Resources – www.fundsnetsservices.com/grantwri.htm

QUESTIONS, PLEASE CONTACT

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