GRANT WRITING 101
UPCOMING PROFESSIONAL DEVELOPMENT

PRESENTED BY AIMEE JULIAN, PHD
DIRECTOR, ILLINOIS CENTER FOR SPECIALIZED PROFESSIONAL SUPPORT
WHO IS THE ILLINOIS CENTER FOR SPECIALIZED PROFESSIONAL SUPPORT (ICSPS)

Creates, supports, and delivers professional development for career, technical and adult education professionals across Illinois. ICSPS provides technical assistance, develops publications, and facilitates program improvement strategies for our partners as they relate to college transition, recruitment, retention, and completion—encouraging achievement of special populations learners.
WHO ARE SPECIAL POPULATIONS LEARNERS?

• Single parents (pregnant and parenting teens)
• Displaced homemakers
• Individuals with disabilities both cognitive and physical
• English Language Learners
• Economically Disadvantaged
• Students pursuing nontraditional occupations for their gender
GRANT WRITING 101

TIPS AND HELPFUL HINTS…
GRANT WRITING 101 – AS YOU PREPARE

- Allow plenty of time. Don’t rush the process and be thorough.

- Review the guidelines in their entirety

- If you have questions….ASK!

- Follow suggested format and forms
- New fiscal year means a NEW plan
- Pay careful attention to the language that you use - be clear, concise, and specific
- Justify your funding request according to the proposed project activities, and check all budget figures for accuracy
  - All items need to be “accounted” for; items listed in the budget need to be mentioned in the narrative and vice versa
GRANT WRITING 101 – AS YOU WRITE

- Don’t be afraid to be innovative
  - Looking for new solutions to old problems

- Assume the audience is not familiar with your program and college
  - Explain partnerships and areas of responsibility

- Set S.M.A.R.T. goals
  - Specific, Measurable, Attainable, Relevant and Timely

- Spell out all acronyms at least once (preferably the first time you use them)
GRANT WRITING 101 – BEFORE YOU SUBMIT

- **Proofread before final submission** – run spell check and have a colleague read over your final submission

- Be sure everything is signed by the right people

- Be sure all forms are complete

- Question whether activities are worth repeating and if there are enhancements explain them.
**EXAMPLE:**

<table>
<thead>
<tr>
<th>ELEMENTS</th>
<th>ACTIVITIES</th>
<th>PERKINS RESOURCES</th>
<th>NON-PERKINS RESOURCES</th>
<th>PIP</th>
<th>EXPECTED OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Preparation for employment for nontraditional students</td>
<td>1. Hold a Women in STEM Career Fair in the Spring</td>
<td>$500</td>
<td></td>
<td>75% of nontraditional female students will attend</td>
</tr>
</tbody>
</table>
UPCOMING PROFESSIONAL DEVELOPMENT

ILLINOIS CENTER FOR SPECIALIZED PROFESSIONAL SUPPORT
SPRING PROFESSIONAL DEVELOPMENT

- CTE Academic Advising and Counseling Workshop
  - March 6, 2018 (Tinley Park) & April 12, 2018 (Springfield)

- Windmills Training
  - April 10, 2018 – Bloomington

- Special Populations Academy
  - May 23, 2018 - Bloomington
Civil Rights Review Facilities Training
- May 30, 2018 – Bloomington

Nontraditional Career Summit
- June 27, 2018 – Bloomington

Career Pathway Symposium
- July 12, 2018 – Springfield
SAVE THE DATE – SEPTEMBER 25 & 26, 2018

FORUM FOR EXCELLENCE
Illinois Community College Board
Career Technical and Adult Education: Building Pathways for All Students
QUESTIONS?
THANK YOU!

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