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# GRANT WRITING 101

# UPCOMING PROFESSIONAL DEVELOPMENT

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Illinois Center for Specialized Professional Support,  
Illinois State University, College of Education

# WHO IS THE ILLINOIS CENTER FOR SPECIALIZED PROFESSIONAL SUPPORT (ICSPPS)

Creates, supports, and delivers professional development for career, technical and adult education professionals across Illinois. ICSPPS 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.

# THE ICSPS TEAM



Casey Anderson, PhD  
Technology Coordinator  
Coordinator



Nikki Michalak  
Research Coordinator



Brittany Boston  
Research Coordinator



Connie Borowski  
Projects

# 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



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# UPCOMING PROFESSIONAL DEVELOPMENT

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# 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

# SPRING PROFESSIONAL DEVELOPMENT

- 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





# NETWORKING ACTIVITY

- 15 Minute discussions on the following topics:
- Grant Processes
- Special Populations (minus nontraditional)
- Nontraditional Students
- Partnerships with Adult Education
- Partnerships with Secondary
- Work-Based Learning



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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

# GRANT WRITING 101 – AS YOUR WRITE

- 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:



ELEMENTS	ACTIVITIES		PERKINS RESOURCES	NON-PERKINS RESOURCES	PIP	EXPECTED OUTCOMES
i. Preparation for employment for nontraditional students	1	Hold a Women in STEM Career Fair in the Spring	\$500			75% of nontraditional female students will attend
	2					

# QUESTIONS?







# THANK YOU!

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