

## Grant Writing or Proposal Writing For Grants Pathfinder

**SCOPE:** The purpose of the pathfinder is to introduce some of the resources available in the Houston Cole Library on **Grant Writing or Proposal Writing for Grants**. The various types of library materials useful in research are described along with some examples of each type. This pathfinder is not a comprehensive listing of sources, but is intended to be a starting point from which patrons can begin their research according to their specific needs.

**Subject Headings** can be identified by using the Library of Congress Subject Headings books located at the Information Desk on each floor.

Books on Grant Writing/Proposal Writing for Grants can be located in the Library Catalog by clicking on "Author/Title/Subject/Call Number" search type. Then type your subject in the query box. Last, click the "subject" option in the menu box labeled "Find Results In" and press the enter key.

Suggested subject headings for this topic are:

Endowment of Research  
Federal Aid to Research  
Grants-in-aid  
Proposal Writing For Grants  
Research Grants

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### Video

Agonito, Rosemary. Produced by New Futures Enterprises (Firm). *All About Grants a Step By Step Introduction to Successful Grant Seeking*. Syracuse, N.Y.: The Enterprises, c1990.

CALL NUMBER: AV Center Video Cassettes HG177. A43x 1990

- This is a video detailing information about grants.
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### Books

Anderson, Cynthia. *Write Grants, Get Money*. Worthington, Ohio: Linworth Pub, 2002.

CALL NUMBER: Z 683.2 .U6 A53 2002

- Written by a school librarian, practicing grant writer, and a private, state, and federal grant reviewer, this resource will guide you through identifying the needs in your school library media center which might be met by grant money. It will also direct you through a broad, comprehensive plan for your media center in the future and help locate potential cohorts with whom you

might collaborate on grant writing. Full of useful ideas and resources, including sample grant proposal ideas, and concrete writing and editing tips, grant writing has never been easier!

Bauer, David G. *The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants*. Phoenix, Ariz.: Oryx, 1999.

CALL NUMBER: Ref HG 177 .B38 1999

- A useful, well written reference for anyone seeking to obtain funding for a project. The book is thorough and easy to use. It offers good advice for strategizing as well as designing and writing a winning proposal. Because it is a fourth edition, the information provided is refined and current. This is certainly a worthwhile text that will be a worthwhile addition to anyone's library.

Bauer, David G. *The Principal's Guide to Winning Grants*. San Francisco: Jossey-Bass Publishers, c1999.

CALL NUMBER: LC 243 .A1 B36 1999

- Bauer (grants expert, author and lecturer) provide a practical, step-by-step guide for principals who want to improve their chances of winning grants for their schools. He discusses techniques for mobilizing school staff, coordinating community support, developing winning proposals, constructing realistic plans and budgets, and successfully implementing grants awarded. He shares strategies as well as resources, including worksheets, forms, sample proposal formats, and checklists to measure progress. Lacks an index.

Bauer, David G. *The Teacher's Guide to Winning Grants*. San Francisco: Jossey-Bass Publishers, c1999.

CALL NUMBER: LC 243 .A1 B37 1999

- With worksheets, sample letter proposals, and resources, a consultant demystifies the grants process for teachers seeking government, foundation, or corporate support for pet projects. Lacks an index.

Brewer, Ernest W. and Achilles, Charles M. and Fuhrman, Jay R. *Finding Funding: Grant Writing for the Financially Challenged Educator*. Newbury Park, CA: Corwin Press, 1993.

CALL NUMBER: LB 2342.4.U6 B74 1993

- A step-by-step guide to developing, writing, and implementing grant proposals.

Buscher, Leo F. and National Cancer Institute (U.S.). *National Cancer Institute Grants Process and Administration*. [Bethesda, Md.?] : U.S. Dept. of Health and Human Services, Public Health Service, National Institutes of Health, 1998.

CALL NUMBER: RC 267 .B87x 1998

- The purpose of this publication is to describe, in a general way, how a grant is awarded and administered. Although the discussion relates to the National Cancer Institute (NCI), the grants process is similar in the other National Institutes of Health (NIH) awarding components. We hope that this information will provide a starting point in understanding the overall award process. This publication may be found on the [NCI's Grants Administration Branch World Wide Web site](http://www3.cancer.gov/admin/gab/index.htm) (<http://www3.cancer.gov/admin/gab/index.htm>).

Coley, Soraya M. (Soraya Moore) and Scheinberg, Cynthia A. *Proposal Writing*. Thousand Oaks, Calif.: Sage Publications, c2000.

CALL NUMBER: HV 41 .C548 2000

- Provides a step-by-step guide to writing a successful grant proposal, for students and beginning grantwriters. This second edition adds a chapter on program development, and updated material to reflect changes in service delivery and technology. Lacks a subject index. Coley is dean of the College of Human Development and Community Service and professor of human services at California State University-Fullerton. Scheinberg is on the faculty at the same university, where she teaches program design and proposal writing.

Ferguson, Jacqueline. *The Grants Development Kit*. Alexandria, Va.: Capitol, c1993.

CALL NUMBER: HG 177 .F474x 1993

- This resource was designed to assist with the grant proposal advance work, such as gathering data and background information. The book provides forms, templates, checklists, and outlines to coincide with each stage of the grant writing process.

Gitlin, Laura N. and Lyons, Kevin J. *Successful Grant Writing: Strategies for Health and Human Service Professionals*. New York: Springer, c1996.

CALL NUMBER: HV 41.2 .G58 1996

- Designed for health and human service professionals in academic and practice settings, this book will assist inexperienced writers as well as those who have had some success but would like to expand their knowledge of grantmanship. Organized into five parts, the book includes effective

strategies and work models that are appropriate for professionals who have different growth needs and opportunities for funding. The appendixes contain helpful materials, including a list of key acronyms, examples of time lines, and sample budget sheets. The strategies in this volume will be beneficial to individuals and departments in academic, clinical, or community-based settings.

*The Grants Register*. Chicago, IL: St. James Press, 1969-.

CALL NUMBER: Ref LB 2338 .G7

- A reference that provides vital-up-to-date information on 3,500 scholarships, fellowships, research grants and other awards intended for students at or above the postgraduate level, or who require further professional or advanced vocational training. The first section contains entries alphabetically listed within the awarding organization. Information includes details on subject area, eligibility, purpose, type, numbers offered, frequency, value, length of study, study establishment, country of study, application procedure, and full contact information. The subject and eligibility guide to awards section allows the user to find an award within a specific subject area. The remaining three sections comprise indexes of awards, discontinued awards, and awarding organizations.

Gutloff, Karen, Holcomb, Sabrina, NEA Professional Library (Association). *How to Get Grants and Free Stuff*. Annapolis Junction, MD: NEA Professional Library, 1998.

CALL NUMBER: HG 177 .H69x 1998

- Teachers in six different locations write about their successes in making connections to local businesses and winning grants. This book is written by teachers, for teachers. It's short, easy-to read, and practical. The authors give tips on how to save time, when to ask for that donation (when you're making a purchase), and how to prepare budgets.

Hall-Ellis, Sylvia D. and Hoffmann, Frank W. *Grantsmanship for Small Libraries and School Library Media Centers*. Englewood, Colo.: Libraries Unlimited, 1999.

CALL NUMBER: Z683.2.U6 G73 1999

- This comprehensive guide outlines each step of the process for obtaining grants, providing examples and definitions along the way. Emphasizing the importance of planning, including a variety of personnel, and establishing clear goals and objectives, the authors define 19 different categories of grants, including challenge grants and seed grants. The specifics of the grant-writing process are next outlined, with a focus on the written project. Finally, the steps to take after the grant is either approved or denied are examined and suggestions for improving an unsuccessful bid are offered. An up-to-date

annotated bibliography, an exhaustive list of Internet resources, glossaries of both grant and technology-related terms, and a list of frequently asked questions such as "How many pages is a typical proposal?" are appended. This helpful and easy-to-use handbook should be a part of every professional collection.

Kenner, Carole and Walden, Marlene. *Grant Writing Tips for Nurses and Other Health Professionals*. Washington, D.C.: American Nurses Association, 2001.

CALL NUMBER: RT 73 .K46 2001

- Describes the major kinds of grants, with an emphasis on federal sources. Each step of the grant process is broken down and discussed. Also included are advice and insights on adhering to your institution's internal requirements, managing the paper trail, dealing with rejection, and starting up your next grant search. Whether for novice grant writers or those returning to the task, *Grant Writing Tips for Nurses and Other Health Professionals* serves as a key tool in successfully obtaining grant funding for health-related research, training and education, programs, demonstrations, and special projects.

Lauffer, Armand. *Grants, Etc.* Thousand Oaks, Calif.: Sage Publications, c1997.

CALL NUMBER: HG 177 .L375 1997

- A guide for people charged with raising money for a non-profit organization or project, rather than those thinking of writing grants as a profession. Surveys the state of the current fund-raising climate, identifies types of funding sources and how to find and reach them, and outlines the process of getting grants. Unlike most books on grants, also discusses gifts, contracts, program design, and marketing. Updated from *Grantsmanship* (1977 and 1983), and *Grantsmanship and Fund Raising* (1984).

Locke, Lawrence F., Spirduso, Waneen Wyrick, and Silverman, Stephen J. *Proposals That Work: A Guide for Planning Dissertations and Grant Proposals*. Thousand Oaks, Calif.: Sage, c2000.

CALL NUMBER: Q 180.55 .P7 L63 2000

- A discussion of the proposal-writing process includes generic information that applies to all research proposals as well as issues specific to the use of proposals in graduate education and funding agencies. Discussion covers ethics and research, common problems in proposal development, content considerations, qualitative research, style and form, and the oral presentation. Also covered is the securing of money for research and funding. Additionally, four specimen proposals are provided.

Meador, Roy. *Guidelines for Preparing Proposals: A Manual On How to Organize Winning Proposals for Grants, Venture Capital, R & D Projects, Other Proposals*. Chelsea, Mich.: Lewis Publishers, c1985.

CALL NUMBER: HF5718.5 .M43 1985

- Helps grant-seekers organize, compile, and write effective proposals. Includes several sample proposals.

Mellon Bank. Corporation for National and Community Service (U.S.). *National Service Resource Guide: Strategies for Building a Diversified Funding Base*. Washington, DC: Corporation for National Service, 1994 [i.e. 1995].

CALL NUMBER: HG 177 .N37x 1994

- This document was developed by "the Corporation for National Service to help service organizations think on a strategic level about forming innovative partnerships and soliciting community resources." It provides services organizations with a "check-list" of successful steps needed to secure diverse sources of funding, expertise, and in-kind donations - helping community service participants get "positive things done in their communities."

National Institutes of Health (U.S.). Grants Information Office. *Preparing a Research Grant Application to the National Institutes of Health: Selected Articles*. Bethesda, Md.: National Institutes of Health, Division of Research Grants, 1993 [i.e. 1995]

CALL NUMBER: RA 440.6 .P92x 1993

- This book, prepared by the Grants information Office - Division of Research Grants, contains previously published articles discussing the National Institutes of Health's research grant application process and scientific peer review system. "Each article, written by NIH grant administrators, provides useful advice and guidance to assist researchers with the preparation of a successful research application.

New, Cheryl Carter and Quick, James Aaron. *Grantseeker's Toolkit: A Comprehensive Guide to Finding Funding*. New York: J. Wiley, c1998.

CALL NUMBER: HV 41.2 .N48 1998

- "For most worthy nonprofits to fulfill their missions, passion and dedication are simply not enough. Securing financial resources requires that 'the case' for support be made in a clear and persuasive fashion. Beyond their skill in winning grants, New and Quick also know how to effectively coach others, in a conversational, step-by-step manner, to do the same!" (Dr. Janice B. Yost President Mary Black Foundation, Inc.) "Grantseeker's Toolkit is an outstanding and comprehensive reference document for the grantseeker and

writer. Cheryl and James have created a valuable resource for both the novice and the experienced grantseeker/writer." (Marlene L. Ritter Unit Head, Leadership Development Office of Quality Educators Louisiana Department of Education.) "Grantseeker's Toolkit is a breath of fresh air. This book should provide a recipe for community-based organizations and small universities that have spent thousands of dollars hiring writers to develop proposals. Several copies of this book should be on file in the business or grants office of every community-based organization and community college or university. Cheryl and Jim should be commended for developing this tool." (Arlene A. Granderson, M.P.H. Director of Operations, Office of Rural Health Policy Department of Health and Human Services, Rockville, MD.) "Grantseeker's Toolkit is a very valuable resource on the complex process of grant development. It will be useful for all grantseeking groups or individuals. Mr. Quick and Ms. New's advice and direction is useful across the full range of grant proposal development, from the simplest grants to the most complex." (Geraldine Ritter Director, Grants Administration Wake County Public School System, North Carolina.) The enclosed disk contains forms and exercises that help you develop the skills you need to design grant proposals customized to fit both your organization's needs and your potential funder's requirements.

Peterson, Susan Louise. *The Grantwriter's Internet Companion: A Resource for Educators and Others Seeking Grant and Funding*. Thousand Oaks, Calif.: Corwin Press, c2001.

CALL NUMBER: LC 243 .A1 P48 2001

- o Successful grantwriter Susan Peterson offers the first book to link the Internet to funding sources for educators. This one-stop resource is a simple guide for busy instructors to use to discover grants for special classroom projects and schoolwide programs using the Internet. It's an easy starting point for surfing the Web for grants -- including some that can only be found on the Internet! Included: - A user-friendly format for the novice or experienced Web surfer - Strategies for finding funding sources - A comprehensive list of URLs geared to educators - Key data about grantwriting, mailing lists, discussion groups, and using e-mail.

Pomeroy, Johanna. *How To Write a Mini-Grant Proposal*. Freeport, NY: Educational Activities, c1993.

CALL NUMBER: HG 177.5 .U6 P65x 1993

- o This book is divided into nine sections devoted to helping one write a successful min-grant proposal. Some of the sections include the following helpful hints: "Getting Started" describes the steps in preparing the grant. "Writing the Mini-Grant" provides an outline to follow and explains each component. "Avoiding Pitfalls" gives suggestions on how to avoid mistakes.

Some of the other sections include a "Sample Mini-Grant" as well as a list of "Resources".

Ramsey, Leslie A. and Hale, Phale D. *Winning Federal Grants: A Guide To the Government's Grant-Making Process*. Alexandria, Va.: Capitol Publications, c1994.

CALL NUMBER: HG 177.5 .U6 R36x 1994

- This resource is designed to help you cut your way through to the funds you need. In seven concise, comprehensive chapters, this book explains every aspect of how federal agencies operate their grant programs, giving grantseekers insight into government processes and showing them how to use that knowledge to their own advantage. This book provides step-by-step instructions for the process of federal grantseeking.

Ries, Joanne B. and Leukefeld, Carl G. *The Research Funding Guidebook: Getting It, Managing It & Renewing It*. Thousand Oaks: Sage Publications, c1998.

CALL NUMBER: HG 177 .R533 1998

- This comprehensive guide to the acquisition and maintenance of external funding is intended for small business owners, and individuals young in their careers. Part one emphasizes how to resubmit unfunded applications to make them more competitive, while Part two highlights the practical issues that arise once a project has been approved, such as time management, and securing invaluable connections.

Ries, Joanne B. and Leukefeld, Carl G. *Applying for Research Funding: Getting Started and Getting Funded*. Thousand Oaks, Calif.: Sage, c1995.

CALL NUMBER: HG 177 .R53 1995

- An excellent source with practical suggestions on where to find resources, how to write a persuasive application, how to target reviewers, and the strengths and weakness of different research environments. In other words, everything one needs to know in order to write a fundable grant.

Smith, S. Harold and McLean, Daniel D. and American Association for Leisure and Recreation. *ABC's of Grantsmanship: A Project of the American Association for Leisure and Recreation, an Association of the American Alliance for Health, Physical Education, Recreation and Dance*. Reston, VA : AAHPERD, c1988.

CALL NUMBER: HG177.5.U6 S64 1988

- This book was written to introduce six steps to successful "grantsmanship". It also introduces the mechanics and process of grant development. The purpose of the book is to "help all human service personnel, but specifically

the leisure services professional, to understand the process of grantsmanship and gain the confidence to give grantsmanship a try." Most of the examples in the book are related to leisure, parks, and/or recreation, but can be applied to education, health, or other social services settings.

Stewart, Rodney D. and Stewart, Ann L. *Proposal Preparation*. New York: Wiley, c1984.

CALL NUMBER: HF5718.5 .S85 1984

- A handbook on the preparation and submission of a business proposal by any technical/entrepreneurial firm offering products, processes, projects, or services on a small or large scale. Among the topics are short cycle bidding by governments, straight-line control in proposal preparation, and identifying and tracking fund sources. The second edition (first in 1984) has deeper coverage in some areas, broader in others, and includes a description of the "graphic representation of work" process.

United States. Congress. Office of Technology Assessment. *A History of the Department of Defense Federally Funded Research and Development Centers*. Washington, DC: Office of Technology Assessment, Congress of the U.S.: For sale by the U.S. G.P.O., Supt. of Docs., [1995].

CALL NUMBER: Q 180 .U5 H57x 1995

- "This background paper is a brief history of the Department of Defense (DoD) Federally Funded Research and Development Centers (FFRDCs), with a focus on those that are study and analysis centers." The basis of the creation of these centers during World War II and the Cold War is discussed, with a history of their evolution and growth. A list of current (1995) FFRDCs and all DoD Federal Research Centers is provided.

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02/26/02: SLM/JWP  
Revised 03/08/10: JWP