

Grant Proposal Writing



BC NETWORK ENVIRONMENT FOR INDIGENOUS HEALTH RESEARCH

BC NEIHR

What is a Proposal?

If you have an idea for a community-led research project or a knowledge sharing project, there might be grants available to fund your idea. However, to apply for grants, there is usually an application process. One common component of the application process is writing a proposal. While this may seem like a challenging process, grant proposal writing can be broken down into simple, formulaic steps. If you need help at any point during your grant application, please contact the BC NEIHR. The Indigenous Health Research Facilitator in your region would be happy to help!

Contact Us

BC NEIHR

Phone: 250-472-5449

Email: bcneihr@uvic.ca

Web: www.uvic.ca/bcneihr

Indigenous Health Research Facilitators (IHRFs)

Vancouver Coastal and Fraser: Atlanta Grant – atlantagrants@uvic.ca

Vancouver Coastal and Fraser: Zoe Verlaan – zverlaan@uvic.ca

Interior Region: Laine Grace – lgrace@uvic.ca

Northern Region: Laura McNab-Coombs – lauramcnabcoombs@uvic.ca

Vancouver Island: Jimena Garcia – jimenachalchi@uvic.ca



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Preparation

Before you dive in to writing a grant proposal, it is necessary to do some preparation. This will make the writing section easier when you begin.

Funding Requirements

Each grant source will have various requirements and types of projects they would like to fund. As well, grants are often for projects that will be completed in specific time periods. It is important to take note of these requirements and timelines and identify whether your project is eligible for the funding. If your project is eligible, note the deadline of the grant application and keep it in mind moving forward. Different applications may require different amounts of work. Some applications will ask for resumes, CVs, letters of support, budgets, workplans etc. Making a to-do list of the different documents to submit can be useful to keep track of the numerous components.

Draft a Workplan

Drafting a workplan before you begin writing your proposal can be extremely helpful. It can act as a guide as you begin writing your proposal. In your workplan, include the activities your project entails, the people who will complete these activities, and a timeline for your project.

Start Writing

A typical grant proposal consists of the same components. Each component is broken down in this section.

Summary

A grant proposal should begin with a brief summary of your project. Explain your project and its objectives to readers so that they have an overview and basic understanding of your goal as they continue reading.

Introduce Your Team

Following the summary, an introduction of yourself and your research team is important. Here you can explain your team's credential and experience and why you are well suited to complete this project. In your introduction, you can include a description of your community and values.

Introduce Existing Partnerships

If you have existing partnerships with anyone collaborating on your project with you, it will strengthen your application to mention them. If you plan to build future partnerships over the duration of your project, mention these plans. Explain how these partnerships will contribute to your project. As well, mention any additional funding you have secured. This will show grant organizations that you have the partnerships and fund to complete your project if they support you.

Writing

Identify the Gap

In this section you are making a case for why your project is necessary and needed in your community. You can do this by identifying the gap your project will fulfill. This could be a gap in quality of programs and services, a gap of information, or any other community need you can identify. If you can, use evidence showing the impacts of this gap. The evidence could come from data, community experience, or prior research.

How does your project advance and strengthen Indigenous Health and Wellness in your community?

Explain How this Project Fills the Gap

Once you have identified the gap or need within your community, explain how your project will fill that gap. Discuss that main outcome of your project – explain how it will advance and strengthen Indigenous health and wellness in your community. Again, if you can, incorporate evidence. If a similar project has shown a great community benefit, use that example to support the need for your project in your own community.

Methods / Key Activities

At this point, you need to explain exactly how your project will be carried out and completed. Explain the methods or activities that are necessary to complete your project. Use your rough workplan as a guide for this step.

Future Directions



If applicable, discuss any future research or project that the completion of your project will lead to. You can also briefly reiterate the long-term benefits of your project to your community.

General Tips and Tricks

Make sure you have used clear, concise, and consistent language throughout and your proposal is easy to understand. Check that you have used evidence to support the need for your project. It can also be extremely helpful to ask for feedback and edits from an external source before submission.

Workplan / Timeline

Most applications ask for a workplan or timeline. Using your drafted workplan, create a formal workplan or timeline.

Formalize Workplan or Timeline

A workplan or timeline can often be made in a schedule format where each major activity or event your project involves is placed into a calendar. Every application may have a different funding term and time restrictions. For example, the BC NEIHR funding term is 12 months and non-renewable. This means you need to outline your project with feasible steps to be completed in the funding source's timeline.

Example Workplan:

April	May	June	July	August
- Hire a filming and editing professional - Outline framework for videos	- Host sharing circle with Knowledge Keepers and ask for input on project	- Start filming and recording videos - Begin to edit videos	- Complete filming and editing of videos - Put videos on DVDs	- Make the DVDs accessible to the target audience

Budget

Grant applications almost always have a budget section. This is where you explain the costs associated with your project.

Building a Budget

The budget is where you demonstrate why you need the funding. It is important to do your research as often things cost more than we estimate. Include every expense you can think of in your budget. Some expenses include transportation, food costs at meetings, venue rentals, hiring research development assistants, and honoraria. Many grants have ineligible expenses and eligible expenses so be sure to take note of these and keep them in mind. Often costs that we do not think of crop up so when you create your budget it can help to make estimates generously to account for these.

Example Budget:

Description	Amount	Justification
Salaries		
Film and Editing Professional	\$1200	Film and editing professional to shoot and edit the films (24 hours \$50/hr). Based on average industry prices.
Supplies and Services		
DVDs	\$100	DVDs to burn the videos on to.
Food	\$300	Food/snacks/coffee for sharing circles (3 meetings, 8 people at each, ~\$100/meeting).
Meeting Costs / Venue		
Venue Rental	\$600	Venue rental for meetings and sharing circles (3 meetings @\$200 per venue rental).
Travel / Parking		
Mileage	\$480	Compensation for gas and mileage during travel to meetings (3x meetings x 8people x \$20 each).
Honouraria / Gifting / Feasting		
Honouraria	\$1200	Honouraria for Elders / Knowledge Keepers (4 Elders / Knowledge Keepers @\$300 each).
Total Funds Requested	\$3880	

Review

Always make sure to review your application before submitting.

Review Your Application

Before submitting your project, review your grant proposal. It can also be extremely helpful to ask for feedback and edits from an external source before submitting.

Contact the BC NEIHR

Please feel free to contact the BC NEIHR to get connected with the Indigenous Health Research Facilitator for your region if you have any questions. The BC NEIHR is happy to help with proposal writing at any step of the way. We can help you find funding for your project, write your grant proposal, review your grant proposal, and help with any other questions you may have. We also have other grant writing resources available on our website. Please find our contact information on the first page.

Submit

Once you are done writing and reviewing your grant proposal, go through the checklist you created and make sure you have all the necessary documents to submit your application. Submit your grant application!



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