

## GRANT WRITING SOLUTIONS: TOOLKIT

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**Jumpstart the grant writing process.** Our resources will equip your team with a process, timeline, and template to successfully draft and submit a competitive proposal.

**The DRS toolkit includes:**

1. The current Funding Opportunity Announcement.
2. Foundations for Families' expert recommendations on where to begin your design planning and what areas need special consideration.
3. Recommendations for roles and responsibilities to prevent team burnout.
4. A sample timeline to keep you on track for submission.
5. Questions and resources to prompt information gathering from your subject matter experts.
6. A detailed template that structures your proposal narrative and meets FOA requirements.
7. A budget worksheet formatted to calculate line item details.
8. Criteria Checklists to help you gain maximum points in review.
9. Page Limit and Appendix tracking to keep you within the proposal limits.
10. Sample templates for your Program Design, Board Attestation statement, and Data Tables.

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*The technical tools you provided for grant-writing activities, like timelines and checklists, were extremely valuable and helped us to stay on track. You definitely helped us accomplish more than we ever could have done on our own!*

Cynthia Juarez, Executive Director of Early Learning, ESD 105, Washington

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We also offer these services for agencies preparing their own grant proposals:

**Quality Assurance Review.** After a detailed review of your narrative, we will provide feedback to strengthen compliance and competitiveness of the proposal.

**Grants.gov Submission Support.** We will walk you through application submission step-by-step so that you gain an understanding of grants.gov and feel confident that your application is compliant and meets the deadline.

**If your program is developing the capacity to write its own grant proposal,  
contact us to learn more.**

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