



Ron S. Nolan, Ph.D. • Independent Grant Writer

Ron S. Nolan, Ph.D.
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Strategic Grant Planning

Despite the economic challenges, not-for-profit organizations can increase their budgets by submitting top quality proposals to selected funding sources. 2012 is a great year to work with a professional grant writer to increase your success rate and take advantage of a rich diversity of funding prospects.

I have 20+ years of experience in:

- Strategic Grant Planning
- Identification of Federal, State and Foundation Funding Sources
- Project Design
- Budget Development
- Budget and Proposal Narrative
- On Time and Budget Proposal Submissions

Save Money by Contracting Out Your Grant Writing Needs

In these tough economic times for organizations and agencies, it makes more sense now than ever to cut expenses by contracting out grant work rather than paying the cost to support a full-time grant writer due to savings in insurance, workers comp, retirements and health benefits. Since I telecommute, I provide all of the office overhead and state-of-the-art equipment needed to develop and assist you in electronically filing your query letter and grant application. I will also cost effectively provide your proposal tracking and reporting requirements.

Phase I. Client Needs Assessment

In the first phase, I coordinate with the organization's staff to clearly identify the organization's needs. The objective is to develop an approach that will minimize their costs and maximize their returns. My writing efforts routinely begin by helping the client to clearly organize priorities, identify their goals and then construct a roadmap to reach them. I will work with you to put together the following synopsis that will form the basis for your Letter of Inquiry (LOI).

Organization Background

- List website URL
- List E-mail addresses for key contacts
- Provide a description of your organization (focus, background)
- Provide short biographies of key personnel.

Project description

- Define project(s) location.
- Define project(s) goals.
- Define target demographics.
- List intended outcomes.

Funds Needed

- Define amount needed.
- Over what time period?
- Is it capital or non-capital expense or both?
- Funds are to be used for general or for specific project purposes.
- Develop a tentative budget showing direct and indirect costs.
- Define the percent of goal requested per funding source.
- What if a grantor offers a smaller amount?
- What is the minimum funding needed for the project?

Resources

- List grants and amounts received in the past for similar efforts.
- List grants received in excess of \$25,000.
- List similar organizations.
- List potential funding sources that your organization has identified.

Phase II Funding Source Identification and Inquiry

In the second phase, I use the information from Phase I to organize the search for candidates then proceed as follows:

- Survey potential funding sources.
- Prioritize list of funders based upon project scope match and filing deadlines.

Phase II (continued)

- Develop a list of items required for submission.
- Develop a schedule for submissions.
- Develop a letter of inquiry to be approved by your organization.
- Submit letters of inquiry.
- Develop a budget and schedule for services including additional funding source research and formal proposal writing in Phase III.

Phase III Grant Writing

Once the funding candidates have been identified, formal grant writing begins and addresses each of the following tasks:

- Develop narrative outline.
- Identify long-lead time items (like commitment letters) and assign mutually agreed upon responsibilities and clear deadlines for letters to be received.
- Develop a budget and budget narrative submit to client for review.
- Develop technical proposal narrative and submit to client for review.
- Revise according to review comments.
- Prepare document and attachments for submission.
- Submission
- Delivery Tracking and Confirmation

I look forward to learning more about your project.

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