

Proposal & Grant Writing



An HPC Resource List

The Health Promotion Clearinghouse would like to extend a very special thank you to the many reviewers who took the time to make suggestions and additions to the draft versions of these lists.

This resource list is a work in progress. Please help us keep it up-to-date by contacting us with suggestions and/or additions.

Production made possible through funding from the Nova Scotia Department of Health Promotion and Protection

For more information, please contact:

Health Promotion Clearinghouse
Suite 209, City Centre Atlantic
1535 Dresden Row
Halifax, Nova Scotia
B3J 3T1

Telephone: (902) 494-1917 or Toll Free: 1-877-890-5094

Fax: (902) 494-3594

E-mail: hpc@dal.ca

www.hpclearinghouse.ca

The information contained within this resource list is intended for education and information purposes only. The information is not a substitute for professional advice. Although care has been taken in preparing the information contained in this resource list, the Health Promotion Clearinghouse (HPC) does not and cannot guarantee the accuracy thereof. All resources selected have met our quality assurance criteria; however the HPC does not endorse any of the resources listed within. Anyone using the information does so at their own risk and shall be deemed to indemnify the HPC from any and all injury or damage arising from such use. For information on our quality assurance criteria please contact HPC.



Proposal & Grant Writing

▪ Overview.....	3
▪ Documents	4
▪ Organizational Links	7
▪ Other Tools and Resources	8
▪ Funding Opportunities	9

Overview

Who Might Benefit From This Resource?

The following resource list contains valuable information and resources on creating interesting, exciting, and most importantly, fundable grant and proposal applications. The following list by no means covers all potential resources available, but instead provides a variety of resources for persons from a variety of agencies or organizations looking to write grants and proposals. Health educators, health promoters, experienced researchers, community based organizations, and of course first time researchers may all find relevant information included in this list.

What You Will Find In This Document:

Within the “Proposal & Grant Writing” resource list, you will find a variety of information from provincial, national and international sources on the topic of writing proposals and grants. This resource list is organized into five sections: *Overview*, *Documents*, *Organizational Links*, *Other Tools and Resources*, and *Funding Opportunities*. A brief description of each section is included below:

- *Overview* provides a general description of the topics represented in this resource list.
- *Documents* is made up of toolkits and reports that are available online.
- *Organizational Links* lists relevant provincial, national and international groups affiliated with writing proposals and grants.
- *Other Tools and Resources* includes key websites, databases, and portals related to writing proposals and grants.
- *Funding Opportunities* is a list organizations that provide grants to related to health promotion.

Documents



A Guide to Proposal Planning and Writing

Author: Miner, J. and Miner, L.
Date: Unknown
Source: The College of William and Mary
Description: This book is designed for first-time proposal writers and planners. The authors use a concise, straightforward approach, offering specific examples of how to find grants and how to plan, write, and submit proposals that get results. Also shared are their streamlining techniques for submitting more proposals in less time. Each of the techniques presented in the book has been extensively field-tested.
URL: www.wm.edu/grants/PROP/miner.pdf



Collaborative Research Proposals: A Guide

Author: Nova Scotia Health Research Foundation and Maritime Centre of Excellence for Women's Health
Date: 2001
Source: Nova Scotia Health Research Foundation and Maritime Centre of Excellence for Women's Health
Description: This document provides basic information and additional resources in two broad areas: collaborative research and research proposal preparation and writing. This text serves as a general guide and does not supersede any specific funding application guidelines. In general, the ideas presented here are applicable to any application for funding.
URL: www.acewh.dal.ca/eng/reports/CollaborativeRsrch.pdf



Guidebook for New Principle Investigators / Guide à l'intention des nouveaux chercheurs principaux

Author: McInnes, R., Andrews, B., Rachubinski, R.
Date: 2005
Source: Canadian Institutes of Health Research (CIHR)
Description: This guidebook is intended for all researchers who write grant applications in any area of health research, including basic biomedical research, clinical research, the social sciences and the humanities. It provides tips about: applying for a grant, writing papers, building and managing a research team and/or laboratory, and managing your time.
URL/ www.cihr-irsc.gc.ca/e/documents/ig_guide_for_new_pis_e.pdf
L'URL: www.cihr-irsc.gc.ca/f/documents/ig_guide_for_new_pis_f.pdf



Guidelines for Preparing Research Proposals: Navigating the Road to Success

Author: Atlantic Health Promotion Research Centre, Dalhousie University, and Maritime Centre of Excellence for Women's Health
Date: 1999
Source: Atlantic Health Promotion Research Centre, Dalhousie University, and Maritime Centre of Excellence for Women's Health
Description: These guidelines were designed to help researchers develop research proposals and to identify potential sources of funding for their research. They are general guidelines that have been adapted from typical guidelines for established funding agencies, and enhanced by the experiences of researchers involved in developing health-related research proposals for national, provincial and regional funding agencies.
URL: www.ahprc.dal.ca/GUIDELINES.PDF



Guide for Writing a Funding Proposal

Author: Levine, S.J.
Date: Last updated 2007
Source: LearnerAssociates.net
Description: This comprehensive guide offers information and examples of how to create a grant from start to finish. It includes tips and hints for making your grant proposal easy to read.
URL: www.learnerassociates.net/proposal/hintsone.pdf



Navigating the Road to Success: A Systematic Approach to Preparing Competitive Grant Proposals

Author: Langille, L. and Mackenzie, T.
Date: 2007
Source: Evidence Based Library and Information Practice
Description: Although this article appears in a library journal, its content is useful for anyone in social and health sciences looking for information on how to write a grant proposal.
URL: www.ahprc.dal.ca/publications/Langille%20&%20Mackenzie%20PDF.pdf



Strategies for Effective Proposal Writing

Author: Ontario Health Communities Coalition
Date: Unknown
Source: Ontario Health Communities Coalition
Description: Whether you are nervously anticipating writing your first grant proposal or are a seasoned grant-writer, this manual will assist you in developing a coherent and fundable proposal. It provides guidelines to help your organization decide whether or not to apply for funding and a step-by-step process by which to proceed. It is important to remember that just as every community is different, so too are funders. Your own research is critical in developing suitable funding contacts in your area and to tailoring your approach appropriately.
URL: www.ohcc-ccso.ca/en/webfm_send/186

Organizational Links



Nova Scotia Health Research Foundation (NSHRF)

Contact: Address: 1660 Hollis Street, 9th Floor, Suite 905 Halifax, NS B3J 1V7
Telephone: (902) 424-4043
Fax: (902) 424-7753
E-mail: info@nshrf.ca
Website: www.nshrf.ca

Description: The mandate of the NSHRF is to:

- foster health research throughout the province by assisting, collaborating with and funding individuals and organizations conducting health research;
- study matters consistent with the priorities identified by health boards, government, institutions and individuals and report its findings to the minister; and
- increase public knowledge and awareness of the foundation and its benefits.

NSHRF is committed to working collaboratively with the health research community and other stakeholders. NSHRF has accepted the Ottawa Charter definition of health as "a complete state of physical, mental, social and emotional well-being...a resource for living that enables people of all ages to realize their hopes and needs and to change or cope with the environments around them."

Other Tools and Resources



A Proposal Writing Short Course / Cours succinct porte sur la rédaction d'une proposition

Author: Foundation Centre
Date: Last updated 2007
Source: Foundation Centre
Description: This course on proposal writing includes information on the components of a proposal, information on the executive summary, needs statement, project description, budget, organization information, letter proposal and much more.
URL/ foundationcenter.org/getstarted/tutorials/shortcourse/index.html
L'URL: foundationcenter.org/getstarted/tutorials/shortcourse/prop_fr.html



Fieldstone Alliance – Free Tools

Author: Fieldstone Alliance
Date: 2009
Source: Fieldstone Alliance
Description: This site contains a wealth of resources for nonprofits, including tools, newsletters, and articles on such topics as boards and governance, capacity building, grantmaking, marketing, and leadership
URL: www.fieldstonealliance.org/client/tools.cfm



Grant Writing

Author: The Research Assistant: Tools for Behavioural Science Researchers
Date: Last updated 2003
Source: The Research Assistant: Tools for Behavioural Science Researchers
Description: This tutorial (designed for the American NIH granting application process) provides information on a variety of topics, and includes an interactive component that when registered saves your information. This service is free.
URL: www.theresearchassistant.com/tutorial/index.asp



Grant Writing Tools for Non-Profit Organizations

Author: Non-Profit Guides
Date: Unknown
Source: Non-Profit Guides
Description: Non-profit guides are free Web-based grant-writing tools for non-profit organizations, charitable, educational, public organizations, and other community-minded groups. Our guides are designed to assist established US-based non-profits through the grant-writing process.
URL: www.npguides.org/



Proposal Writer's Guide

Author: Thackrey, D.
Date: Last updated 2007
Source: University of Michigan
Description: Although intended for faculty and staff members with little or no experience in writing proposals for sponsored activities, this guide provides excellent information to any individual, group or organization beginning their proposal writing journey.
URL: www.research.umich.edu/proposals/pwg/pwgcontents.HTML



Research Tips

Author: Various
Date: Last update unknown
Source: NSHRF
Description: This webpage includes information on tips for writing successful grant applications, integrative approaches to qualitative and quantitative evidence, suggestions for disseminating research findings, tried-and-true recommendations for delivering effective presentations, insight into working well with the media and understanding and implementing knowledge translation and mentoring.
URL: www.nshrf.ca/AbsPage.aspx?siteid=1&lang=1&id=5



Tips on writing a Grant Proposal

Author: US Environmental Protection Agency
Date: Unknown
Source: US Environmental Protection Agency
Description: This webpage offers information on writing grant proposals from start to finish.
URL: www.epa.gov/ogd/recipient/tips.htm

Funding Opportunities

BIG Canadian Corporate and Foundations and Grants Databases

Contact: Address: Metasoft Systems Inc., 203 - 1080 Howe St. Vancouver, BC V6Z 2T1
Website: www.bigdatabase.ca/

Description: This pay service offers comprehensive, keyword and field searchable database with detailed information and profiles on over 25,000 foundations, corporate donors, matching gift programs, in kind donations and government grant makers.

Charity Village

Contact: E-Mail: help@charityvillage.com
Website: www.charityvillage.com/cv/ires/fund.asp

Description: This page contains links to online databases and directories of funding agencies and foundations of interest to Canadian individuals and organizations, plus online tools and resources of value to those involved in prospect research. and other areas of fundraising. The categories include: Grant-Giving Foundations, Canadian Information Sources. Arms-Length Agencies and Independent Funding Sources, Corporate Funding Programs, Government Funding Programs, Microcredit Funding Programs, U.S. Information Sources, International Information Sources, and International Awards/Fellowship Programs

Community Grants Program

Contact: Telephone: 490-5469
Fax: 490-5622
Website: www.halifax.ca/boardscom/bccgrants/CommunityGrantsProgram.html

Description: The Community Grants Program provides one-time grants to registered non-profit organizations and federally registered charities located within the HRM Boundary that assist in creating or in maintaining healthy, safe and cultural communities for the residents of Halifax Regional Municipality.

Community Health Boards

Contact: Website: www.hpclearinghouse.ca/initiatives/boards.asp

Description: Community Health Boards may offer financial support to various community initiatives. Contact the CHB in your area for more information.

Nova Scotia Health Research Foundation (NSHRF)

Contact: Address: 1660 Hollis Street, 9th Floor, Suite 905 Halifax, NS B3J 1V7
Telephone: (902) 424-4043
Fax: (902) 424-7753
E-mail: info@nshrf.ca
Website: www.nshrf.ca

Description: NSHRF is committed to working collaboratively with the health research community and other stakeholders. NSHRF has accepted the Ottawa Charter definition of health as "a complete state of physical, mental, social and emotional well-being...a resource for living that enables people of all ages to realize their hopes and needs and to change or cope with the environments around them."
