



# #YALILEARNS



**YALILearns Session  
Facilitation Guide**

# **FUNDAMENTALS OF GRANT WRITING**

## Your Guide to Facilitating a Session on the Fundamentals of Grant Writing

You can lead a discussion in your community about grant writing using the YALI Network Online Course, "[Fundamentals of Grant Writing](#)" with the help of this facilitation guide. By leading a YALILearns session on this course, you'll help others discover how to effectively plan, research, and write a successful grant proposal.

**Total Time: 65 Minutes**

---

### Introduce Yourself (3 minutes)

- Thank your participants for joining and introduce yourself. Explain that you are an interested YALI Network member who wants to teach others how to write and research successful grant proposals.

---

### Icebreaker (10 Minutes)

- Have each participant introduce themselves and share why they are interested in learning about grant writing. Encourage them to share their experiences with past grants or share why they are excited about a particular grant proposal.

---

### Watch Lesson One: [Planning to Write Your Grant Proposal](#) (5 minutes)

#### Group Discussion (10 minutes)

Invite participants to reflect on the first video before answering the following questions:

- What does an effective plan for a grant proposal look like? What qualities or information should be clearly outlined for lenders to see?
- The lesson describes five different types of lenders: corporate foundations, corporate marketing systems, government grants and contracts, individuals, and private, community, family or independent foundations. Each is capable of providing different kinds of financial support for a proposal. In what ways are the lenders similar?



---

## **Watch Lesson Two: [Researching Your Grant Proposal](#) (5 Minutes)**

### **Group Discussion (10 minutes)**

Invite participants to reflect on the second video before answering the following questions:

- Why is it important to research potential funders? What should you look out for when researching?
- What should you do if you have questions or concerns about the application guidelines or a funder's grant process?

---

## **Watch Lesson Three: [Writing a Grant Proposal](#) (5 Minutes)**

### **Group Discussion (10 minutes)**

Invite participants to reflect on the third video before answering the following questions:

- What are the basic elements of a written grant proposal?
- Why is grant writing not a "one-size-fits-all" project? Why is it necessary to individualize each grant proposal for different funders?

---

## **Watch Lesson Four: [Following Up On Your Grant Proposal](#) (5 Minutes)**

### **Group Discussion (10 minutes)**

Invite participants to reflect on the fourth video before answering the following questions:

- What should you do after receiving a grant? Why is it important to maintain a good post-grant relationship with the funder?
- What should you do if your grant application is rejected?

---

## **Wrapup (3 minutes)**

- Thank participants for attending and briefly restate the important topics that were covered during the session.
- Encourage participants to sign up for the YALI Network at [yali.state.gov](http://yali.state.gov).

