

The Red Lake Grant Writing Department has a staff of five grant writers who are also researchers and program designers. The Grant Writing Department works with Red Lake administration and programs to plan and create fundable grant applications to federal, state, foundation, and corporate givers.

When You find a Request For Proposal That Interests You:

Please read the RFP to see if you are 1) eligible to be funded, 2) a good match for what the funder wants, 3) agreeable to perform all the requirements the funder wants.

If you are interested in developing the grant proposal, please contact Grant Writing to see if we have a copy of the RFP. If we don't, please tell us where we can find one. We will review it and get ready for a planning meeting. **We are at: 218 679-2757.**

Try for the longest lead time possible before the application is due. Six to eight weeks is good, although not always possible.

Please Bring to the Planning Meeting:

- The specific idea /project you want to create
- List of the new staffing you will need
- List of equipment and supplies you will need
- Any research or literature that may be helpful in writing the proposal
- A brief history of your program or department
- A description of current efforts related to your proposed project
- An organizational chart of your program/department
- Any statistics that relate to your program/department
- Any statistics that relate to your proposed project

The above do not have to be all fancy and typed and charted. Just bring the information. (But if you want to type it fancy and make charts, please do.)

At the Planning Meeting, together we will create an outline for your proposed project. We will: 1) create a tentative budget, 2) identify what else needs to be developed or researched or obtained, 3) create goals and objectives. Most of the time, further meetings or conversations are necessary to clarify points and to check the accuracy of the writing as it progresses.

Please Designate Someone Who Will Obtain:

- Letters of Support
- Letters of Agreement
- Statistics
- Tribal Council Resolutions
- Copies of any requested forms such as assessment forms, intake forms, etc.
- Copies of any requested policies such as confidentiality, personnel, etc.
- Copies of Resumes
- Copies of Job Descriptions
- Other items as requested by the funder

Grant Writing will write the narrative sections of the application, using the information you provide. The Program Director will be responsible for: 1) reading and marking any changes needed, 2) creating the budget and budget narrative, 3) carrying the finished application to Grants and Contracts for review and signatures. If the Program Director wishes to write portions of the grant, this is welcome and appreciated.

Continuation Grants: Program Directors are responsible for their continuation grants, but Grant Writing will review and edit if needed.