Grants Application Outline - Arts & Humanities

Notes:

• This outline is intended for novice grant-writers.
• Attach a budget and/or address requirements of the specific grant program.
• Abstract: one paragraph that condenses the entire proposal.
• Scrutinize the following sections especially closely when preparing the abstract: 1c, 2c, 2d, 3a (overview), 4a, 4b, 4c.

1. **First paragraph: Introduction.**
   1. Opening Sentence.
   2. Important Knowns. (2-3 sentences)
   3. Gap in the Knowledge Base, or Critical Need, that needs to be Addressed. (2-3 sentences)

   **TIP:** At the conclusion of this first paragraph, the reviewer should fully understand that there is a scholarship problem that critically needs to be addressed. The reviewer should also have a sufficient knowledge base to appreciate why there is a problem and to be sufficiently educated that s/he can understand everything that will follow in the proposal without having to learn additional new ‘knowns’.

2. **Second paragraph(s): 'What's Going to be Done by Whom'**
   1. Your Long-Term Goal. (1 sentence)
   2. Objective of this Application. (1-2 sentences)
   3. Central Hypothesis or Statement of Need. (1-2 sentences)
   4. Statement of Rationale. What will become possible after the proposed studies are completed that is not possible now? (1-3 sentences)
   5. Why you are well-prepared to undertake the study or activity and how your environment/institution will be an asset. (1-3 sentences)

   **TIP:** At the conclusion of the second paragraph, the reviewers should know:
   1. in general what you plan to do;
2. that what you are proposing will fill the gap in the knowledge base or address the problem that you have delineated;
3. that yours is the best prepared group to undertake the proposed work;
4. and that it will be done in an environment and at an institution that are conducive to its success.

3. **Third paragraph(s): Specific Aims/Goals/Objectives Paragraph.**
1. Specific activities that you will undertake to achieve the objective of the proposal.

**Note:** In this paragraph(s), the objective is to delineate for the reviewer exactly what the specific steps are that you will take during the tenure of this project. These specific aims/goals/objectives are the ‘Approach’ that you will use to either test your central hypothesis or fill the critical need that was identified in the second paragraph.

4. **Fourth paragraph: ’Payoff’ Paragraph**
1. Innovation.
2. Expected Outcomes.
3. Impact.

**TIP:** The fourth, ‘payoff’ is another one of those rare chances you have to develop enthusiasm and advocacy for your application. This paragraph describes the return that the reviewers can expect, should they decide to ‘invest’ in your application. For that reason, a great deal of effort should be spent making it as exciting as you possibly can, without stepping across the line of over-promising what can be expected.

*Adapted from The Grant Application Writer’s Workbook: Guide to a Competitive Application by David C. Morrison and Stephen W. Russell, 2003.*