DKG-Wisconsin State Organization Action Grant Writing Handbook

Your Guide to a Successful Action Grant
Updated 9/19/2023

**Timeline for 2023 Wisconsin State Organization
Action Grant Applications
for Projects in 2024-25**

May 15, 2023
Action Grant Application Available

October 26, 2023
Zoom Workshop on Writing an Action Grant

December 1, 2023
Action Grant Application Due
(Applications must be emailed to the WSO Action Grant Chair.)

January, 2024
Action Grants are judged.
(Notifications are sent to each chapter submitting an application.)

**After July 1, 2024, but before May 1, 2025, checks will be issued
upon receipt of the voucher with receipts and the
Action Grant Self-Evaluation Form.**

Grant Writing Tips

1.   **Introduce the Project.**

     *Explain how the goals of the project fit the issues and needs of the community. Include how the project might build on or relate to any prior action Grant Project. Identify the major activities of the project and how chapter members will be involved.   If there are collaborative partners illustrate how these members will be involved. Identify the general type of evaluation procedure.

2.   **List SMART Goals and identify the LITERACY ELEMENT.**

     *List the SMART Goals for the project that are specific, measurable, attainable, relevant and time bound. Identify the LITERACY ELEMENT. More information about SMART Goals can be found on dkgwso.weeebly.com under ACTION GRANTS/SMART Goals).
     -*Use SMART goals for both the administrative activities AND the actual project activities. The more specific, the better. (Action Verbs are included on the last page of this handbook.)

3.   **Describe the ACTION PLAN.**

     *Each objective must have an associated evaluation plan, including the who, what, where, when, why and how for the evaluation plan.
     *Show how the project fits an important community need (use community data to show need).
     *Specify the time frame or timeline for the project.
     *Show how different activities will be associated with each stage of the time frame.
     *Show how chapter members' skills are used and what percentage of members fit each stage of the project plan.
     *Show how the skills of the members of the collaborative partners are involved in the project goals.

4.   **EVALUATION METHOD: Indicate an appropriate well-designed evaluation method, e.g., survey and/or interview.**

     *How will it be designed and carried out?
     *How will the responses be accurately recorded and analyzed?
     *How will it be shown to what extent the goals are met and how will potential future adjustments be evident?

5.   **Budget**

     **Be as specific as possible. Itemize each category such as supplies, materials, printing, postage, etc.
     * Attach additional page(s), if necessary.   A narrative about your budget is acceptable if additional explanation is needed.
     *Supplemental monies from the chapter and from outside the chapter should be a minimum of 30% of the total funds requested and be directly linked to literacy activities. (For example, if the total budget request from WSP is $500.00, the amount contributed from the chapter and from outside the chapter should be a minimum of $150 (i.e., 30% of $500.00).
     *Double check the math!

USE THE RIGHT WORDS!

Here are some action verbs to use when writing grant proposals.

achieve	distribute	halt	magnify	practice	seize
address	do	help	maintain	praise	select
administer	draft	handle	make	predict	sharpen
advance	draw	help	maintain	prepare	simulate
advise	duplicate	hold	manage	prescribe	specify
advocate	ease	hypothesize	mandate	prioritize	stimulate
allocate	edit	ignite	master	process	strengthen
analyze	educate	identify	measure	produce	study
approach	elevate	impart	mediate	program	suggest
attain	emerge	implement	meet	project	summarize
assess	embrace	improve	mend	promote	suggest
begin	empower	increase	mentor	propel	support
build	encourage	indicate	mobilize	provide	survey
calculate	endure	induce	motivate	purchase	systemize
categorize	enhance	insert	move	qualify	talk
change	engage	inspect	name	question	teach
collaborate	enlighten	inspire	negotiate	quote	terminate
communicate	estimate	institute	network	raise	theorize
compare	evaluate	interpret	note	reach	think
compile	examine	introduce	number	reason	tighten
complete	exceed	interchange	nurture	recognize	translate
compose	expand	interpret	observe	recommend	trim
conduct	explain	intervene	obtain	record	try
consolidate	extend	interview	occupy	reduce	understand
coordinate	facilitate	invent	offer	regulate	undertake
create	fill	investigate	officiate	Reinforce	unite
data	file	isolate	order	remediate	uplift
decide	finance	join	organize	renovate	urge
deduct	finish	justify	oversee	repair	use
define	fix	kindle	pack	report	utilize
delegate	force	launch	page	require	validate
delineate	formulate	lead	pass	research	verify
deliver	furnish	learn	pause	resolve	view
demonstrate	gain	lessen	perceive	revamp	welcome
describe	gather	liberate	perform	restore	widen
design	get	limit	persist	restrict	work
determine	give	listen	persuade	reward	write
direct	grapple	log	plan	sample	yield
discover	grow	look	plea	score	zoom