Writing Successful Grant Letters of Inquiry

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Introduction

A successful grant writing process should be in a position to win the contending individual or group the grant they hope to get from the government. Irrespective of the economic conditions, an ideal grant-writing approach has the potential to convince the audience of the urgency in the proposed project, and just how much the tea involved would require financial support without the expectation that it would be in a position to pay back for the finances. Therefore, the successful inclusion of the different aspects of grant writing has the potential to determine the outcome of the entire process. Nonetheless, the grant proposal or the letter of inquiry would make a significant contribution to this outcome.

David Bauer Summary

In the book, *The "How To" Grants Manual*, Bauer (2011) takes the audience through the different aspects that anyone needs to consider in writing a potent grant proposal. However, the book does not immediately delve into the content of the research, but begins with an analysis of the different necessities that would determine the possibility that the grant writing has the potential to win support. For instance, it would be necessary for one to assemble a team with possible experience in writing grants to the government, which would ensure that the team uses the appropriate format in the ultimate proposal written. An ideal level of assurance on the possibility that the team could win support for a project through a grant from the government will definitely be in formation.

Further, on, Bauer (2011) presents the audience with the opportunity to understand the grant-writing environment. In particular, there are chances that some of the publication’s audience may have limited exposure to what role grants play in any government’s financial planning. However, considering the critical development role played by grants, there are always chances that a government would offer grants to worthy public causes, irrespective of the economic conditions in a specific environment (Karsh & Fox, 2009). Therefore, understanding this importance and the contexts of the grant process helps the audience place the importance of the granting process in the ideal context. Ultimately, the greater the understanding of granting contexts, the easier it would be for an audience to appropriately understand the potential language and approaches used in writing a winning letter of inquiry.

Finally, the book then presents the audience with an opportunity to understand the different sources of grants. In particular, grants could be from the government or the private sector, but the primary characteristic is that they would not require that the beneficiary pay back the source of such support. Grants are a form of a loan that one would not require to pay back, and the sources differ depending on the appeal of a particular project. For instance, the private sector is often likely to provide grants for welfare activities in society as part of its corporate social responsibility. On the other hand, the government is often likely to offer grants towards social causes, intended to improve the public’s welfare. Therefore, considering the outcome of a particular project could be critical to determining the potential donors, from whom a business could seek support, ultimately making up the audience of the grant proposal written.

In essence, Bauer presents a chronological aspect for consideration on how to write a potentially successful grant proposal. By considering the different critical factors highlighted in the book, it would be possible to determine the potential that a particular grant inquiry could win the audience’s approval. It may be easy enough to identify a project, but one may not experience the ease while sourcing the financial support from potential sponsors of a project. The grants would imply a financial commitment by the government or other institutions in the private sector. Also, considering their receipt of different letters of inquiry over a particular period, it would be ideal to consider the potential that they may not be convinced to jump into a project without fully understanding its implications on society, and contribution to their values and objectives. Therefore, Bauer’s (2011) introduction of the different considerations necessary while writing a draft make it especially possible to write a winning proposal.

**Huiling Ding**

In the article, *The Use of Cognitive and Social Apprenticeship to Teach a Disciplinary Genre,* Ding (2008) approaches grant writing from a communication perspective, developing the research through different experiences by people that have in the past sought to develop their grant-writing skills. Through an analysis of different individuals who sought to participate in a writing experience intended to improve their skills in writing grant letters of inquiry for the National Institutes of Health, Ding (2008) presents an account of their learning process, ultimately helping the audience understand the importance of having a clear approach in helping a particular audience learn of the best process to acquire knowledge on how to write a winning letter of inquiry. As long as there is an effort to help people understand the grant-writing process, there are chances that they could ultimately be in a position to write ideal letters of inquiry.

Notably, Ding (2008) begins with the identification of the cognition process as a prerequisite to helping an audience understand how best he or she could write the ideal letter of inquiry. In particular, this process is mainly on the necessity for people to engage in a particular activity, in which they would possess an interest, as the basis of their successful understanding of the various processes involved. Participation in the activity would especially be vital in helping the audience understand the implications of said activities by picking on relevant jargon and approaches from the experts involved. Notably, Karsh and Fox (2009) make it clear that the approach to writing a grant proposal differs according to the environment in which the proposal exists, such as the cases of schools, hospitals, or other activities. Therefore, there are always possibilities for cases of jargon associated with these environments, in effect necessitating proper knowledge and skill acquisition by those that seek to successfully participate in writing grants for environments in question.

Using information from 30 participants involved in a National Institutes of Health grant writing seminar, Ding (2008) sought to understand the process through which the participants developed an understanding of the grant writing approach. The research process included the use of questionnaires filled by the respondents, following those analyses, it was possible to determine the influence of the seminar on their writing processes. Additionally, the researcher’s observation of their behavior was complementary to understanding the knowledge acquired through participation in the seminar, which ended up addressing the levels of skill gained through the experience, and interactions the participants had to acquire such skill. Ultimately, the research process in this case as thorough enough to ensure that the scholar got all that was necessary to determine an individual’s chances of success whenever implementing or writing a grant letter of inquiry.

By the end of the study, Ding (2008) confirmed the importance of an ideal educational approach in helping learners understand how best they could write a grant proposal. Such success requires that the individual not only knows what a grant is, but also the potential jargon involved in writing grants within a particular context. Ultimately, the primary objective, in this case, would be that the written letter of inquiry be better than all the other possible letters written to the same audience, thereby increasing the writer’s chances that the audience in question would favor his or her proposal.

**Mary Ann Payne**

In her book, *Grant Writing DeMYSTiFied,* Payne (2011) presents a useful account on factors to consider in writing an ideal grant proposal. The book adds to the herein discussed studies on the application of the various concepts in the publication of the ideal grant inquiry letter. Beginning the publication with the notes on how everyone could potentially write a winning proposal, the document is the focus especially towards the successful induction of the audience into various approaches and considerations that could push one to publishing a winning proposal. In particular, although everyone has the potential to write a grant letter of inquiry, everyone requires putting in some effort in writing the letter, to the extent of having an appeal on the audience’s inclination towards offering the desired grants.

One of the most defining aspects of the book is the consideration of ethical issues in the publication of the ideal grant proposal. Most importantly, a grant signifies an association between the recipient and the source of the grant, which acts as a confirmation of the donor’s appreciation of the beneficiary’s activities (Karsh & Fox, 2009). Therefore, the image presented by the letter about the project and company involved ought to resonate as appropriately as possible with the audience, to the extent of creating the idea impression on issues such as ethical positioning of the beneficiary. Therefore, it would be critical that the draft proposal contain messages related to commitment towards ethical conduct, which could include the ways in which the proposed project would meet requisite standards, or even help improve the audiences’ lives. Either way, Payne (2011) is categorical on the importance of the message highlighting the ethical standards of the proposed idea.

Further, the book explores different aspects related to government and corporate grants that could effectively influence the audience’s approach towards sourcing for such funding. In particular, aspects such as the common experiences with various corporates in an effort to gain corporate grants present significant insight on the grant application process for the audience. Although there would be different agendas with each individual grant letter of inquiry, similarities are common, often associated with the structure of the letter of inquiry in addition to the choice of information that one chooses to share in such a proposal. Therefore, considering such aspects would make anyone capable of writing the ideal letter of inquiry, particularly if one considered the potential to study other proposals, consequently proceeding into writing one.

In summary, the book is highly informative on different issues related to writing a grant proposal. It begins by presenting to the audience the confidence needed to write any formal document by confirming the ability that anyone would be in a position to write such a proposal given the right amount of effort in doing so. Considering aspects such as choice of formats and the understanding of the letter’s audience are some of the critical aspects with the potential to significantly influence the outcome of a proposal. As long as one understands the requirements therein, then it would be possible for anyone to appeal to the audience as necessary, and gain the required support through a positive response to the letter of inquiry on a certain grant.

References

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