Grant writing for language activists and linguists

*in*Field

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Day 5

- Budget and referees
  - *This class focuses on preparing a budget and prioritizing budget items.*
  - *Participants will also identify potential referees for their grant application and consider finding readers for the draft proposal.*

- Pitfalls— what makes a grant application fail?
  - Not having clearly stated and/or realistic goals
  - Budget items that don't match your work plan
  - Over-inflated or poorly justified budget
  - Participants
    - applicant doesn't seem credible (not clear they are the person to carry out the work, or that they are ready to undertake this project)
    - other participants' roles not clearly specified
  - Background research/literature review incomplete
  - Little or no evidence of community support and involvement
  - No evidence that materials will be returned to the community
  - No appropriate archiving plan

Day 5— exercise 1 (~30 minutes)

- Working in a small group

- <u>Budgets</u>

- Consider your project and the timeline that you have prepared. Now you need to start preparing a budget for the project.

    - What budget categories will your project need?

    - What are the requirements for equipment?

    - What are the requirements for travel?

- What are the requirements for personnel? For example:

    - How many people will be involved and how much time will each person be involved?

    - How much will you pay elders / speakers? Other project participants?

    - How much time will you need to process the data you have recorded?

- Prioritise the budget items:

    - What is essential to allow the project to commence?

    - What might be sought from another agency?

    - What could wait until phase 2 of the project?

Day 5— exercise 2 (~10 minutes)

- Working in a small group

- Referees

  - Choose three people who you think will be appropriate referees for this project. Try to select referees who represent different aspects of your project.

  - For each person, write a sentence justifying why you think they are an appropriate referee

Readers

- It will be helpful to find other people (as many as possible) to read through your draft application and to give you feedback.

- Ask experts and non-experts; community members and outsiders.

Day 5— exercise 3 (~30 minutes)

- Work in pairs with someone you have not worked with through the week.

- <u>Peer review</u>

  - Exchange your summary and work plans with each other.
  - Take turns to role play being a member of a grant review panel.
  - Give each other feedback on the summary and work plans.
  - Would you make an award for this proposal? Give reasons for your decision.
  - What changes might you recommend the applicant consider making?