

Hello! I'm Ellen Jacks, the Grants Librarian at the University of Wisconsin - Madison Libraries. I manage the Grants Information Collection, which is located on the 2nd floor of Memorial Library near the windows in the Reference Room. Memorial Library is on the UW-Madison campus on the corner of Lake and State streets.

We are a Funding Information Network partner of Candid, which is a new organization formed with the merger of the Foundation Center and Guidestar. Those of you familiar with the nonprofit world may recognize those organizations. If not, you are in the right place. I am here to help you learn more about grant seeking basics and the grant proposal process as a whole.

At the Grants Information Collection, I help people learn about the tools and resources we have to help you with your funding needs whether you are a student, faculty, from a local nonprofit organization, or in a grey area between categories. It does not matter where you are in your funding process or experience, we can help you.

In the micro-course, you'll get an outline of the grant proposal writing process, complete with an introductory overview. This should provide you with a clearer picture of the different funding types, applicant types, and funders. Then we'll get into the proposal process, by starting with Planning. Here you'll learn some strategies for coming up with a solid research or study plan. The from that plan, you can start to research potential funding partners, which is the Research part of the process. Based on your research, you'll craft your proposal to fit the funder's needs in the Writing section. I'll go through some typical proposal components that may be used regardless of the application format. Then I'll talk about how to Follow-Up with your prospects in the final section. Throughout each section, I'll also discuss communication strategies with others involved in your work, as well as provide you with a variety of resources for more information.

Following the completion of this micro-course, you should be able to

- Understand different funding types and funders
- Set up a research or study plan - what do you need funding for?
- Use your study plan to search for funding - Can you use the money the way you need to use it?
- Understand the proposal process and components - Writing Process
- Follow-Up with Funders
- Locate help information and resources

And when in doubt, you may always reach out to me. I may be reached via the Grants Information Collection's webpage or through the staff directory. I hope you enjoy the micro-course and please don't hesitate to contact me with any further questions.