



writing for *green*

**Leading Your Team**

# Today's Objectives

**By the end of the session, participants will**

- **understand how to create and submit a federal grant proposal,**
- **be able to identify when a team or individuals can add value**
- **utilize strategies to effectively engage team members in the process.**

# Today's Agenda



Anatomy of the Grant Process



Group Work: Creating a Workflow



Exercise and Group Brainstorm: Drafting Email and Discussing Challenges We Face in Proposal Writing

# Anatomy of the Grant Process

- Discovery process
- Creating the outline
- Completing the task list
- Assigning tasks
- Drafting the initial narrative content
- Gathering required documents
- Writing initial narrative content
- Editing the narrative content
- Developing the budget, etc.

[Process Handout](#)



# Discovery Process -

*when do you work on your own... when by yourself?*

## Self-work

- Gather information - talk to key people inside and outside of organization
- Setup interviews
- Record what I know first, do initial assessment before reaching out to my team
- Identify decision maker, and setup meeting before doing too much
- Disseminate general information to the team so they know they have opportunity to give FB

## In a team

- Interviewing other people - get their buy-in, get their expertise
- Get core info from team
- Have conversation with decision maker (i.e., exec director)
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# Assigning Tasks

## Self-work

- Create task list - preliminary
- Think through some of the hard/boring things to make lift lighter for others

## With help of team

- Allow people on team to make adjustments (don't present task list as a "done deal")
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# Editing the Narrative Content

## Self-work

- Set norms for participating in the creation process, specifically with google doc usage

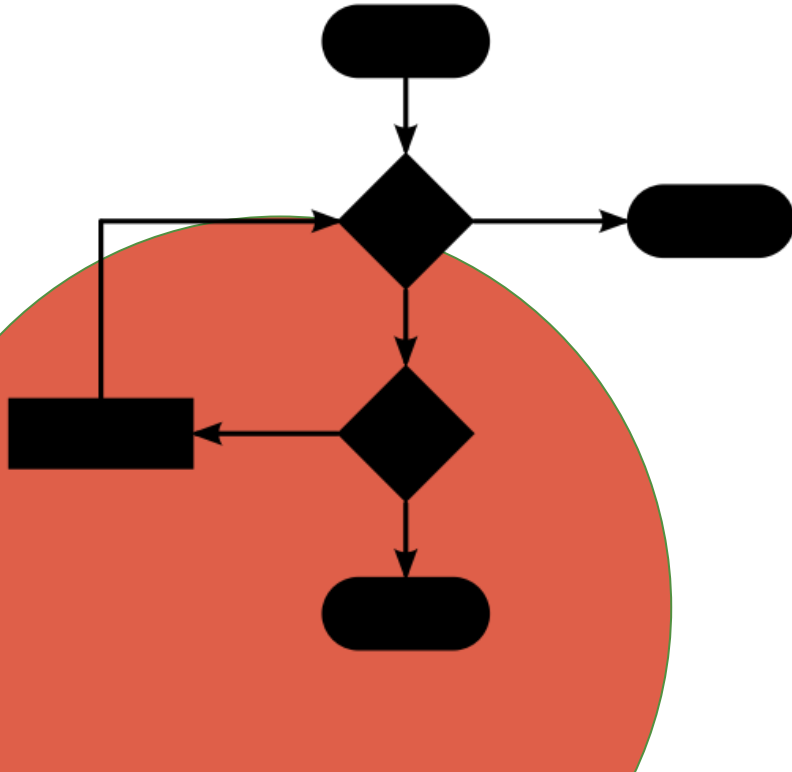
## Team work

- Utilize googledocs
- Leo uses [Workflowy.com](https://www.workflowy.com) (sharing, comments, tagging, etc.)
- On Google Docs: use suggesting mode for all other contributors
- Communicate norms for contributing at the onset
- [Trello.com](https://trello.com) (suggested by Cemelli)
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# Create a Workflow

- How do you get them involved?
- What is your process?
- Your tech tools?
- What are your methods of follow-up?



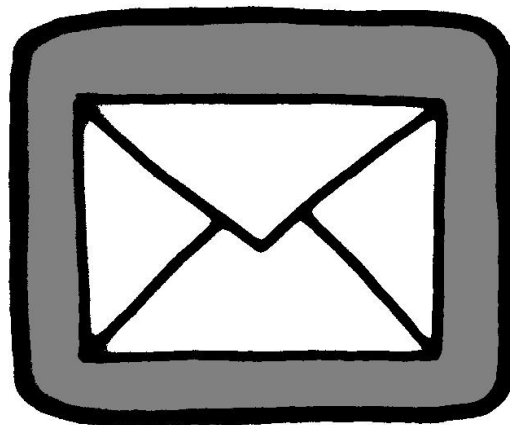
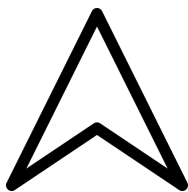
Access RFA

Workflow Example



# Writing Exercise

Use your Google Doc to write an email to invite a team member to give you feedback of your hypothetical proposal narrative. Make sure to use this email as a chance to establish an effective workflow.



# Key Exercise Takeaways

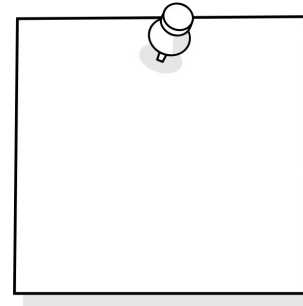
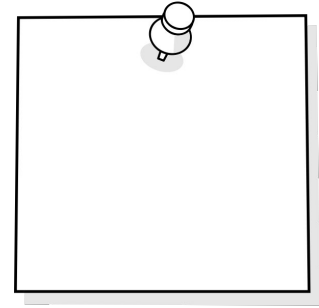
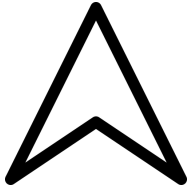
- Be precise with instructions
- Meet people where they are with tech
- Be kind during the critiquing process



# Group Discussion

What are some issues you've encountered when trying to work with other people to get the draft of the narrative into final form?

[Access Jamboard](#)

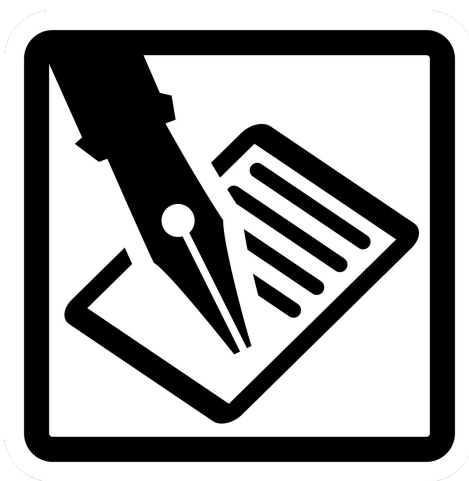
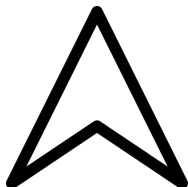


# What to Expect Next!

**Session Assignment:** Continue reviewing your work and reach out to us if you would like us to review any assignment.

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

Exit Ticket



# Session Handouts:

- [RFA](#)
- [Sample Task Lists](#)
- [Sample Workflow](#)
- [Anatomy of the Grant Process](#)

