RESOURCES PROFILE:
Grant Writing and Strategic Planning

About the Resource Center

The Resource Center for CareerTech Advancement is a division of the Oklahoma Department of Career and Technology Education, located in Stillwater, Oklahoma. The staff of the Center research educational materials and best practices to disseminate throughout the state CareerTech system. The Resource Center also provides support in identifying curriculum, assessments, professional development and other instructional delivery resources on request.

www.okcareertech.org

GRANT-WRITING RESOURCES

Grant Writing Guide

https://www.k-state.edu/bgsa/WORKBOOK_orgman.pdf

A resource for small nonprofits that provide basic social services in communities.

Introduction to Grant Writing

https://owl.english.purdue.edu/owl/resource/981/1/

A complete guide from the Purdue Online Writing Lab.

How to Develop and Write a Grant Proposal

https://fas.org/sgp/crs/misc/RL32159.pdf

A 2017 resource from the Congressional Research Service.

Federal Grant Writing Manual

https://www.uvi.edu/files/documents/Research_and_Public_Service/Sponsored_Programs_and_Title%20III/Federal%20Grant%20Writing%20Manual.pdf

A 2014 resource from the National Rural Health Resource Center. Includes sections on preparing for the grant, writing the grant, and sustaining the grant.

Non-Profit Guides

http://www.npguides.org/index.html

Grant-writing tools for non-profit organizations.

Tips for Funding Technology

http://www.minnesotanonprofits.org/nonprofit-resources/management-hr/information-technology/tips-for-funding-technology

Advice from TechSoup.

Grant Writing Basics

http://graduate.drupal.ku.edu/sites/graduate.ku.edu/files/docs/profdev/Grant%20Writing%20Guide.pdf

A guide for beginners from the University of Kansas.

STRATEGIC PLANNING RESOURCES

Ten Keys to Successful Strategic Planning for Nonprofit and Foundation Leaders

http://www.tccgrp.com/pdfs/per_brief_tenkeys.pdf

A 12-page guide from TCC Group.

SWOT Analysis

https://www.mindtools.com/pages/article/newTMC_05.htm

A detailed overview from Mind Tools.

Basic Steps for Strategic Planning

http://oira.cortland.edu/webpage/planningandassessmentresources/planningresources/BasicStepsforStrategicPlanning.pdf

A concise guide in outline form.

Strategic Planning Toolkit

https://www.ovcttac.gov/views/resources/dspStrategicPlan.cfm

This Toolkit from the U.S. Department of Justice is intended to function as a guide throughout the strategic planning process. It offers guidelines to follow and tools and resources to draw upon at every step. The Toolkit is organized to help you both learn about the planning process and use the process. It is broken into six sections that corre¬spond to the six steps in strategic planning. Each section includes a written description of that part of the process and a separate set of tools and resources. All sections provide a focused way to start strategic planning in your organization. The Toolkit contains these sections:

> Section 1. Prepare: Getting your organization ready for strategic planning.
> Section 2. Assess: Determining where your organization is now.
> Section 3. Create: Determining where you want your organization to go.
> Section 4. Implement: Putting your plan into action.
> Section 5. Communicate: Marketing your Strategic Plan.
> Section 6. Track: Determining how well your plan is working.

Each section also includes a Tools section that includes practical, hands-on activities to use in your strate¬gic planning process. There are worksheets, checklists, tables, and sample documents to use or alter to suit your strategic planning needs.

Strategic Management for Senior Leaders: A Handbook for Implementation

http://govinfo.library.unt.edu/npr/initiati/mfr/managebk.pdf

An in-depth guide to leading the strategic management process.

Strategic Planning for Equity, Inclusion, and Diversity

https://diversity.berkeley.edu/sites/default/files/admin_strategic_planning_toolkit_final.pdf

A "guide and a set of strategies for achieving transformational change on issues of equity, inclusion, and diversity," from the University of California—Berkeley.

Conduct a Personal SWOT Analysis to Improve Your Career

https://www.businessnewsdaily.com/5543-personal-swot-analysis.html

A 2018 article from Business News Daily.

SWOT Analysis Templates

http://templatelab.com/swot-analysis-templates/

Dozens of ready-to-use templates from TemplateLAB.

Conducting a SWOT Analysis

https://extension.psu.edu/conducting-a-swot-analysis

Guidance from Penn State Extension.

Gap Analysis

https://www.projectmanagement.com/wikis/233055/Gap-Analysis

An overview from ProjectManagement.com.

Developing Strategic and Action Plans

https://ctb.ku.edu/en/developing-strategic-and-action-plans

A toolkit from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas.

Strategic Planning: Local Government Management Guide

https://osc.state.ny.us/localgov/pubs/lgmg/strategic_planning.pdf

A complete guide from the State of New York. From the Overview:

> We have designed this publication for both elected and appointed local officials who are interested in strategic planning. This guide assumes no prior knowledge of strategic planning and takes a very basic approach to the rudiments involved in creating and implementing such a strategic plan. This publication aims to convey the following:
>
> — Description of strategic planning: what it is, key terms and concepts
> — Why strategic planning is beneficial
> — How to apply this technique
> — Who should be involved, and at which stages
> — Offer a "how-to" guide that takes you from inception to implementation

IAAO Strategic Planning Toolkit

https://www.iaao.org/media/membership/chapters/StrategicPlanningToolkit.pdf

This 2017 resource by the International Association of Assessing Officers provides a handy framework for strategic planning for other chapter-based organizations.

Adaptive Planning Toolkit

http://tools.sparkpolicy.com/?toolkit=adaptive-planning

From the Spark Policy Institute, this toolkit "is designed to walk through an adaptive planning process, from defining the results to how to explore the environmental context and assumptions to how to then engage in strategy and action planning. It includes examples, tools, tips and, practical and accessible resources." Adaptive planning is "a set of tools and processes for developing plans for solving complex, adaptive problems. Unlike traditional planning processes, adaptive planning keeps the focus primarily on the results you're trying to achieve, with less time spent on creating detailed strategic plans."

The Strategic Plan Is Dead. Long Live Strategy.

https://ssir.org/articles/entry/the_strategic_plan_is_dead._long_live_strategy

An article from the *Stanford Social Innovation Review.*

Workforce Planning, National Institutes of Health

https://hr.nih.gov/working-nih/workforce-planning

Includes a workforce planning toolkit for unidentified needs or for known needs.

How to conduct a skills gap analysis

https://resources.workable.com/tutorial/skills-gap-analysis

A tutorial from Workable.

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