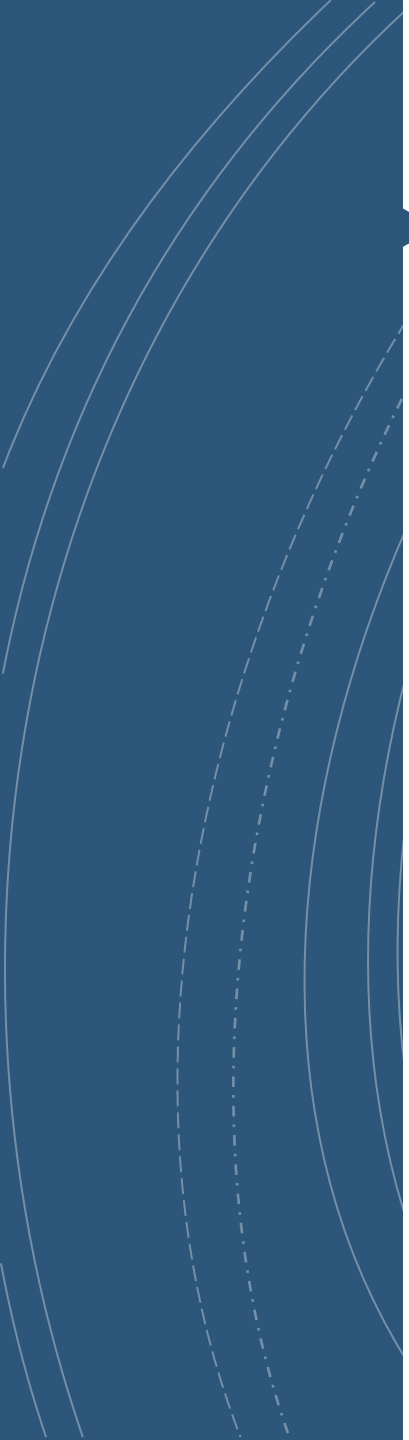




# GRANT PROJECT STAFF

KANSAS GOVERNOR'S GRANTS PROGRAM  
GRANT WRITING TIPS

UPDATED 2022



The Grant Project Staff section should include all staff directly related to the grant project, i.e., staff that will implement the objectives, monitor the staff completing those objectives, and track and analyze the performance measures and results.

Each grant solicitation may ask for slightly different information, however, the common expectations for this section include:

- Stating the names and positions of staff implementing the objectives. Remember, the Goals and Objectives Section should tie directly to the Project Staff section.
- Stating the names and positions of staff that will provide match to the grant project.
- Providing the grant project staff titles.
- Stating who will monitor and supervise the staff implementing the objectives.
- Stating who will track and analyze the performance measures and results.
- Clarifying whether other staff are included in the budget as a match, if applicable (also must be directly connected to the grant project Goals and Objectives).

Common issues in this section include:

- Staff listed in the budget are not listed in the Project Staff Section;
- Staff titles in the Project Staff Section do not match staff titles in Project Budget;
- Staff listed in the Project Staff Section are not connected to the Goals and Objectives; and/or
- Not describing how staff mentioned in the Project Staff Section are connected to the grant project.