**VISTA Assignment Description (VAD) Template**

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| **Title:**  VISTA Grant and Proposal Writing Associate |
| **Sponsoring Organization:**  READ USA, Inc.  **Project Name:**  READ USA Capacity and Sustainability  **Project Number:**  23VSHFL004  **Project Period:** August 14, 2023 - August 13, 2024 |
| **Site Name (if applicable):** READ USA HQ |
| **Focus Area(s)**  **Primary:**  Capacity Building  **Secondary:** Education |
| **Note:**  *If your VAD is not accepted, the State Office will note the reason(s) why here.* |

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| **VISTA Assignment Objectives and Member Activities** |
| **Goal of the Project:**  Assist READ USA with seeking out and applying to grant opportunities. |
| **Develop a grant search plan (08/14/2023 *– 10/31/2023)***    **Member Activities:**   1. Study and understand the history, structure, objectives, programs and financial needs of the organization. 2. Research grant opportunities from government and non-government agencies. 3. Maintain positive relationships with fund providers and other stakeholders.   **Assist in the grant proposal applications (11/01*/2023 – 08/13/2024)***  **Member Activities:**   1. Draft grant proposals and supporting documents based on the funding requirements of the organization. 2. Respond to internal and external queries on drafted and submitted proposals. 3. Assist Development Director with the creation and approval of grant proposals. 4. Maintain records and submit reports related to grant opportunities. 5. Maintain positive relationships with fund providers and other stakeholders. 6. Identify grant funding opportunities. 7. Write, submit and manage grant proposals. 8. Furnish prospective funders with supporting documents.   **Collaborate with the Director of Development to compile an annual report (XXXX-XXXX?*)***   1. Compile data on grant proposals researched, written, submitted, and approved. 2. Create a report that can be disseminated both internally and externally to stakeholders |