
5 considerations for organizing and managing a collaborative grant writing team:

1. Preparing for collaboration
 - Understanding your organization and the resources you bring to the table.
 - Anticipating funding opportunities.
 - Develop and internal strategy.
2. Establishing Distinct Team Roles
 - Characteristics of an ideal leader:
 - Responsible for setting agendas, timelines, negotiating
 - Honesty/integrity
 - Politically astute
 - Capable of negotiation (persuasive), influencing (approachable/consensus-building) and delegating (assertive) = conflict resolution
 - Facilitator/Coordinator
 - Responsible for coordinating the writing process, ensuring engagement.
 - Process-oriented: circulates drafts, requests edits, and ensures that communication plan is carried out.
 - Program Staff
 - Empowered to make decisions on behalf of the organization
3. Communication Plan – Ongoing
 - Who needs to know and who will tell them?
 - What do they need to know?
 - When will they be told?
 - How will the information be communicated?
4. Strategies for Addressing Conflict
 - Leader should encourage the group members to: search for new ideas or solutions, clarify issues, increase participation, delay premature decisions, and discuss disagreements. Team leader meets one-on-one with the problem partner.
 - Conflict progresses from issues to personalities, and when conflict consumes time, sidetracking the group from its goal.
5. Debriefing
 - Coordinator shares minutes or summary of the meeting
 - Plan for implementation of the project
 - What can the partners expect and what is expected of them
 - Guide for new project directors

Figure 1: Collaborative Writing Communication Continuum

