

Selection From Extensive References and Web Sites

Note: The proposal process is evolving very rapidly as the government and others implement security measures that make it possible to accept proposals electronically and at secured web sites. This list is simply a cross selection of works from proposal professionals and includes a text book, practical guide, reference, and what one of the authors calls, “...a new relaxed approach to writing a proposal...the spirit of Zen.” Jmh

- DiGiacomo, John & James Kleckner, James (2000), ***Win Government Contracts for Your Small Business***, CCH, Inc., Chicago, IL
- Frey, Robert S. (1997), ***Successful Proposal Strategies for Small Businesses***, Artech House, Inc.
- Kantin, Bob (2001), ***Sales Proposals Kit for Dummies (with CD-ROM)***, Hungry Man Minds, NY, NY.
- Newman, Larry (2001), ***Proposal Guide for Business Development Professionals***, Shipley Associates.
- Pfeiffer, William & Charles Keller, Jr. (2000), ***Proposal Writing: The Art of Friendly and Winning Persuasion***, First Edition, Prentice Hall, N.Y., N.Y.
- Reeds, Kitta (2002), ***The Zen of Proposal Writing: An Expert's Stress Free Path to Winning Proposals***, Three Rivers Press, NY, NY.

Web Sites

1. **Association of Proposal Management Professionals**,
<http://www.apmp.org/home.html>
2. **Federal Business Opportunities (FedbizOpps)** , <http://www2.eps.gov/>
Issued by the U.S. Government Printing Office (GPO), and published on the Web by Community of Science, FedBizOpps (FBO) lists notices of proposed government procurement actions, contract awards, sales of government property, and other procurement information over \$25,000 - updated daily.
3. **Common Abbreviations in FedBizOpps/Commerce Business Daily**,
<http://cbd.cos.com/docs/abbreviations.shtml>
4. **Government Services Administration**, www.gsa.gov.
GSA's Federal Supply Schedules... are contracts that allow federal customers to acquire ...services ...directly from more than 8,600 commercial suppliers [and]... cover a vast array of commercial items [including] services ranging from accounting to graphic design to landscaping. Customers can order services and products using the GSA Advantage! online ordering system at
http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=116434 &contentType=1004

References for Grant Proposal Efforts

- Bauer, David G. (2003), *The "How To" Grants Manual*, Fifth Edition, American Council on Education/Prager.
- Bray, Ilona (2005), *Effective Fundraising for Nonprofits*, NOLO Press.
- Chronicle of Philanthropy, www.philanthropy.com.
- Corporation for Public Broadcasting, www.cpb.org/grants/granwriting/html.
- Federal Register, www.gpoaccess.gov/fr/index.html
- Foundation Center, www.fdncenter.org.
- Geever, Jane (2007), *Guide to Proposal Writing*, Fifth Edition, The Foundation Center.
- Grants.gov, www.grants.gov.
- Gregory, Eric (2007) , "So you want to fly with different wings," *APMP Journal*, Assoc. of Proposal Management Professionals, www.apmp.org/home.html.
- Minnesota Council on Foundations, www.mcf.org
- Newman, Larry (2001), *Proposal Guide for Business Development Professionals*, Shipley Associates.
- Thompson, Waddy (2007), *Complete Idiot's Guide to Grant Writing*, Penguin.
- Wisconsin Funding Information Center, www.marquette.edu/fic