

Grant writing tips

- Always have a complete clear plan for your project including scope, schedule, budget, resources
- You can ask different funders for different parts of your project
- Multiple partners strengthen your chances of funding
- Make proposals easy to read and understand - 12 pt font, one inch margins, page numbers, white paper, print on one side only, no staples
- No jargon! Avoid acronyms, never talk down to them
- Research your grantors- know what types of grants they have awarded in the past, typical amounts, what they are interested in
- Follow the requirements exactly. If it says 1 page don't submit more. Meet their deadlines. They get many applications and are looking for reasons to say no.
- Use the web, libraries and colleges for research on grant sources and supporting data. You don't need to buy expensive subscriptions or software.
- When researching grantors always jump to eligibility first. If you don't qualify move on.
- Consider sponsorships of events.
- Look into local businesses first. Start small to get a track record before you try for a big grant. *Home Depot, Walmart, etc.*
- Always send thank you notes, with photos if possible, for in kind donations and grants.
- Build relationships for future grants.
- Go to the right person. Sponsorships and granting offices are often different.
- Don't rely solely on print resources. Follow up on websites. Requirements, due dates, criteria can change every year.
- Compare funder's interests with your grant. If the grantor is interested in childhood obesity don't talk about the environmental benefits.
- Keep the funder informed of progress and completion. Submit timely and thorough reports.
- Funders prefer to get applications before the deadline. You may get extra attention by submitting it early.
- Limit contact with a funder after submitting an application to verification that it was received and one to find out result (only if they are late notifying you.)
- If rejected it is ok to call and ask for feedback to improve your next submittal.
- Never resubmit the exact proposal to a funder that rejected it, unless encouraged to do so.
- Few funders will fund regular operating expenses such as salaries. Budget cuts alone are not a reason for a grant.
- Find someone in your community or organization who has grant experience to help you prepare and review your application. (Not a competing applicant!)
- When writing a inquiry letter or proposal avoid the word "would" which is weak and use the word "will" which is more positive.
- You can never say thank you too much!