

# TIPS FOR SUCCESSFUL GRANT WRITING

Foundations receive many more proposals than they can ever fund. The challenge is to make yours stand out with good writing and a compelling case. Solid research is critical too, to make sure the foundation to which you are applying and the project for which you're seeking funding are a good match.

Here are some tips to help with successful grant writing.

- Read through the grant guidelines and highlight key points, especially the DEADLINE. Make sure you follow the guidelines to the letter.
- Write out your key points before you start. Keep these in front of you the entire time and refer back to them often to be sure you're staying on track.
- Assume the person who is reading your application knows nothing about your organization or program to be funded. Don't use insider jargon.
- Make sure your proposal communicates both the human side of the problem you are trying to solve, as well as the data. Use a story of someone helped by your work when appropriate.
- Ask someone who knows nothing about your project to read through your application to see if your points come across clearly.
- Check the numbers on your budget page to make sure they add up.
- Format the proposal so it is easily read using sub headings and lots of white space – often the foundation staff will be scanning the document to find information since they may be reviewing dozens of proposals at the same time.
- Number the pages of the proposal and include the name of your organization on every page. Proofread your proposal. Good grammar and spelling demonstrate the professionalism of your organization. Typos and other mistakes communicate sloppiness.
- Brief your board on the proposal request – the funder may call them.
- Check to be sure that you've included all the requested attachments. Deliver the grant on time – even early if possible.

