

GRANT WRITING TIPS

YOUR GRANT CHECKLIST

- Know what grants are available
- Are we eligible?
- Are there grants for us?
- Make the submission
- Doing the work
- Reporting / Acquittal

WHAT MAKES FOR A SUCCESSFUL PROPOSAL?

- A program/project that is within the scope of the funder's area of giving.
- Sufficient documentation supported with facts.
- A project that reflects people needs, not organisational needs.

WRITING A GRANT

- A clean layout makes the content easy to follow.
- Uses bulleted lists, charts and tables to illustrate.
- Points and break up text.
- Uses subheadings to break up long response and link.
- Response content back to the question.
- Uses single-sentence paragraphs or quotes to create an impact.
- Uses white space to improve legibility.
- Uses a clear font in a legible size.
- State your case and make it clear, concise and compelling.

GRANTS – RECAP

- Know the program rules.
- Plan application.
- Be creative but honest.
- Research successful grants.
- Provide information required.
- Answer the question you are asked, not what you think you are asked.

RELATIONSHIPS

- Work with other 'connectors'
- Internal and external resourcing
- Local, State and Federal contacts

GRANT WRITING TIPS

GRANT WRITING TOP TEN:

1

MAKE IT ABOUT YOU READER
(YOUR PROSPECTIVE CLIENT)

2

ANSWER THE QUESTION

3

TRY NOT TO WAFFLE

4

MAKE IT CLEAR WHAT'S IN IT FOR THEM

5

BE DIRECT

6

AVOID SWEEPING STATEMENTS

7

GIVE GREAT EXAMPLES

8

REMEMBER: LOOKS CAN KILL

9

JOG THEIR MEMORY

10

MAKE IT WORD PERFECT

YOU SHOULD:

- Carefully follow the instructions.
- Always tailor the proposal and the specific budget request based on your research into the funding body's priorities and guidelines.
- Use proactive statements with 'declarative' rather than 'conditional' verbs.
- Shorter is better. Keep your proposal tight and the details condensed.
- Document the 'need' or 'problem' on multiple levels and be specific.
- Proof read before submitting.

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