Applying for funding:
GRANT WRITING TIPS

Before you start

ALIGN IDEAS WITH FUNDER’S MISSION

🎯 Match your grant seeking purpose to the funder’s goals and objectives.
🎯 Look for key phrases and terms used by the funder and integrate the same language in your proposal.

READ THE GUIDELINES & FOLLOW INSTRUCTIONS

🎯 Read the grant application carefully.
🎯 Ensure to meet requirements including page length, page margins, typeface, submission instructions, etc.

GIVE YOURSELFENOUGH TIME

🎯 A good application will not be put together at the last minute.
🎯 Look at the deadline and shorten it by a week.

RESEARCH PAST SUCCESSFUL PROJECTS

🎯 This should be available online, or you can ask the funder directly to share the summary of past successful applicants.
🎯 This will show the funder’s interest (or lack thereof) in supporting your area of work.

Some resources:

http://www.npguides.org/guide/index.html
https://nonprofithub.org/grant-writing/
http://lone-eagles.com/granthelp.htm
https://ctb.ku.edu/en/writing-grant-application
While you're writing

**WRITE CLEARLY AND CONCISELY**
- Eliminate industry words and jargon. Someone that isn't in this field should be able to understand your proposal.
- Answer all of the questions as directly and precisely as possible to make sure you are getting to the point.

**TELL A STORY AND PRESENT EVIDENCE**
- Show the impact of your proposed work while presenting statistics.
- Include references where appropriate.

**SHOW FEASIBILITY**
- Outline your action plan - show the steps that will be taken to ensure the successful completion of your project and how your organization can get this done.
- Demonstrate project logic and outcome, impact of funds, and community support.

**DEMONSTRATE THE NEED**
- Clearly describe the need your project will meet in the community. Incorporate a case study of a real person your organization has served to show the need.
- Focus on the solution(s) you will be offering.

When you're done

**GET SOMEONE TO READ IT OVER**
- Send it to someone who doesn’t know anything about your work. Does that person understand what you’re trying to accomplish?
- Have them proofread it too.

**MAKE IT LOOK GOOD**
- Is the formatting and font consistent?
- Are the figures and tables clear?
- Are the pages in the right order?