



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 YOURSELF ENOUGH 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?



Ontario Age-Friendly Communities Outreach Program

<https://www.agefriendlyontario.ca>

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