BIG 10 - GRANT WRITING TIPS

1. **Make Sure Your Request is Aligned with the Funder's Priorities.**

   Before spending many hours developing a grant application, be sure your program idea is a good fit with the funder's priorities. A funder will rarely depart from identified funding preferences.

2. **Clearly Define Your Goals/Objectives.**

   Funders are looking for projects with plainly identify measurable goals and objectives that will be accomplished.

3. **Keep it Simple.**

   Be sure to use common language. Use of jargon, acronyms, buzzwords and clichés can be confusing to the reader.

4. **Narrative and Budget Must be Consistent.**

   Make sure you plan for all expenditures that are needed to deliver the services described in your grant application narrative. The budget should include adequate resources to ensure specific project goals and objectives are accomplished.

5. **Double Check the Budget—Again!**

   After you have double checked your budget figures for accuracy, have someone who is not familiar with the project check to ensure that your budget calculations are correct.

6. **Request the Allowed Amount.**

   Request an amount that does not exceed the maximum available to each applicant. Some funders will disallow your grant application if it exceeds the allowable grant amount.

7. **Follow Packaging/Formatting Directions.**

   Packaging the grant application is as important as writing it. Ensure adequate time to include all required documents, copying of required quantities, and timely delivery of your grant application.

8. **Use Correct Spelling and Grammar.**

   Have at least two people proofread the application before submitting. This will help
   eliminate spelling and grammatical errors.

9. **Complete All Required Sections.**

   Make sure all required parts of the grant application are complete. In the competitive
   arena of grant writing you must strive to score well on each section of an application.
   That means following all directions carefully and completing all required sections.

10. **Explain How You Will Measure the Success of the Project.**

   Be precise in telling how you will measure project success. Describe how and with what
   frequency each goal/objective will be measured and what instruments will be used. Also
   tell specifically how you will use evaluation data to improve project operation.