

Grant TIPS

How to Write a Grant Proposal

Read the grant application carefully and identify all questions you must answer.

Assess the purpose of the grant and determine if your program is eligible for the grant funds.

Before you start writing—brainstorm what the strong points of your program are.

Write the Problem Statement. The problem Statement should answer the 5 “W”s – Who, What, Where, When, and Why.

Writing Your Proposal

Write the First Draft

Clearly lay Out Specific Goals

Make sure the ideas expressed are clear and concise, and that the application is completed in its entirety with all necessary supporting documentation uploaded.

Review Your Problem Statement and make sure it reflects the proposal you’ve written.

Review the proposal & the requirements carefully to ensure that all rules and procedures have been followed exactly as written.

Budgeting

Define the program’s budget.

Create a budget summary.

All requests within budget summary must have a justification.

- A budget justification provides detail explaining how you arrived at the amounts in the summary and specifies what the funds will be used for.
- Any funds under “other” should be fully explained as to the source

Finalizing Your Application

Proofread everything again

- Spell Check
- Check for Grammatical errors
- Check for homonyms and homophones

Double check Everything

- Make sure you answered all the questions and uploaded all required supporting documentation

Make a copy for your files

Make sure you meet the deadline as late applications may not be considered.