

## **Tips for Grant Writing**

Writing a grant is a team effort. The more eyes that look at it the better.

Have someone who has nothing to do with the grant read it for clarity.

Get it done early so others can review it.

Be brief – cover the material in only the amount absolutely necessary.

Very 1<sup>st</sup> page – very 1<sup>st</sup> paragraph tell exactly what you want and why.

Tell a little bit about your agency and what you do.

Make sure you answer all the questions and fill in all the boxes.

Include any supporting documents and signatures.

Tell who your customers are.

Include statistics but not death by stats! Be correct and have source material for backup where you gathered your information.

Make sure you scan and keep all related documents – audits will happen!

Use simple wording and no acronyms.

Always get permission for changes to your approved project.

Spelling matters – write it in word and spell check.

Discourage dramatic statements of what will happen if funding is not received.

Relationships are on-going with your grantors – keep open communication.

Read all the fine print.

Take the opportunities for assistance.

Submit the form as requested.

Make sure your budget is accurate.

Get to the point.

Be original!