

Tips & Tricks for Better Grant Writing

GRANT CRITERIA

- Purpose of the funding.
- Displays what they want to accomplish or buy.
- Granting ability is limited to the grant criteria.
- *Review all criteria before starting an application.*

STOP!!!

- Ask yourself-Does my application match what the funding agent wants to accomplish?
- If no, then this may not be the grant for you.

HAVE A PLAN

- Plan the details of your project, including your projected goals/results, while talking with other individuals involved in the project.
- Items to consider:
 - Partnerships/collaboration
 - Budget
 - Purpose
 - Benefits to the community
 - Evaluation of projected results

Amount Requested

- Only ask for what you need.
- Don't inflate your budget with other items that are unrelated to your project just to reach the maximum amount allowed.

Project Description-The WHAT

- Describe what you plan to do.
- The reviewer should have a clear idea of your project, program, or improvement.

Definition of Need-The WHY

- Why do you need funding?
- Is there a need in the community or within the organization?
- This is your time to tell a compelling, meaningful story.

Target Population-The WHO

- Clearly outline who and how many individuals will be affected.
- Be specific in real numbers.

Project Results-The GOALS

- What are your goals for the project?
- What are you hoping to accomplish?
- Happy people or smiling faces are not measurable goals!

Timetable-The WHEN

- Clearly outline your timeframe to complete the project.
- Grants (typically) are not awarded for projects that have already started.
- Consider breaking large projects into phases.

Evaluation-The HOW

- How will you evaluate whether you have met your goals? Clear and measurable items are better.
- How will the success of your project be determined?
- A smile on community members' faces is NOT an evaluation method.

Budget-The HOW MUCH

- If a budget page is provided, USE IT!
- Be as detailed and clear as possible.
- Don't add additional items that are not related to the project.
- List all revenue and funding sources.
- Volunteerism or volunteer labor has a measurable value and should be included as a budget item.

ASK YOURSELF...How will your grant application stand out from the rest?