

TIPS ON WRITING YOUR PROPOSAL

WRITE TO YOUR AUDIENCE

- Initially your grant application will be reviewed by the Grants committee. They will score the sections of your grant according to a point system. The Grants committee will select the top three scoring grant applications in each category and these will be voted on by the members of the Women's Fund.
- Women's Fund El Dorado has over 400 members, all of whom contribute to the fund. Although the members have a variety of backgrounds, they are all committed to the organization's mission: The Women's Fund El Dorado harnesses the power of collective giving to support community philanthropy. By pooling our funds, we enhance the quality of life on the western slope of El Dorado County and cultivate future philanthropists.
- **Your project summary is a critical element of the grant.** The members of the organization will be presented with the project summary you submitted with your grant application. While members can access the entire proposal, the majority of the members will read only your summary before they cast their vote.
- Your proposal should make the case that your work will make a difference. Examples and stories can be a powerful way of showing heart.
- Captivate your audience.
- Be specific about how you will implement your program, and how you will spend the dollars you are granted.
- Do not assume knowledge of your field in your application.

DON'T MAKE THE READERS STRUGGLE TO READ YOUR PROPOSAL.

- Bulleted items are easy to follow. Highlight important information.
- Clarity is important. Do not use jargon or acronyms unless necessary, and then explain.
- Proofread your document.

MEASURABLE OBJECTIVES

- Process objectives will measure whether the program was set up as planned.
e.g. Five classes will be offered, with an average of 20 people in each class.
- Outcome objectives will measure the benefits achieved.
e.g. Using pre and post surveys, 80% of the students attending the program will show an increase in the number of strategies they will use to manage stress.