

TIPS FOR EFFECTIVE GRANT WRITING

Grantmakers receive more proposals than they can usually ever fund. The challenge is to make your request stand out with good writing and a compelling case.

Here are some of our best tips to help with successful grant writing:

- Read through the grant guidelines and highlight key points, especially the **DEADLINE**. Make sure you follow the guidelines for any preliminary request or letter of intent. Reach out to the grantmaker's staff if possible.
- Write out your key points before you start and refer back to them often to be sure you're staying on track.
- Don't use insider jargon. Make sure that the person who is reading your application can easily understand your program or organization.
- Make sure your proposal communicates both the human side of the problem you are working to address. Use a relevant and data story when appropriate.
- Ask someone else to read through your application to see if your points come across clearly.
- Check the numbers on your budget page to make sure they add up.
- Proofread your proposal. Good grammar and spelling demonstrate the professionalism of your organization.
- Brief your board or executive committee on the proposal request – the funder may call them.
- Check to be sure that you've included all the requested attachments.
- Submit the grant on time – even early if possible.