Top 10 Tips for Writing Grant Applications

1. Know what the problem is that you are trying to address.

2. Present a logical solution to the problem.
   a. <u>What</u> you are going to do?
   b. <u>Who</u> is going to benefit?
   c. <u>When</u> is the work going to happen?
   d. <u>Why</u> is it essential that the problem needs to be solved?

3. Make it clear that you and your staff know what you're doing. Present a solid plan and highlight the skills and experience of your staff and leadership.

4. If you are requesting renewal funds, clearly state what has been accomplished already and why continued funding is needed.

5. Develop clear goals and measurable outcomes that, if accomplished, will provide evidence of the success of your work.

6. Make sure the budget and the proposal narrative are clearly about the same project and use the same language. Everything in the budget request should be reflected in the narrative.

7. Read the Notice of Funding Availability (NOFA), Grant Conditions, Special Grant Conditions, and application instructions in their entirety and follow them. Make sure you are aware of ALL deadlines and submission requirements.

8. Be responsive to all the questions that are asked.

9. Keep the summary of your project **brief**. This is only about <u>what</u> you will be doing, not why it should be funded.

10. Have someone not familiar with the project read your application before you submit it to make sure it makes sense.