Tip Sheet

10 GRANT WRITING TIPS FOR A STRONG APPLICATION

There are tons of grant opportunities out there for non-profit organizations and small businesses, but many people view the grant application process as a daunting task. It doesn't have to be! Here are ten simple tips to help you write a strong grant application and have the opportunity to win some extra dollars to support your organization or business.

1 **Read the Eligibility and Grant Application in its Entirety Before Applying**
It's important to read grant applications carefully to avoid wasting time. Don't assume eligibility and make sure all necessary documents are included. If you have questions, contact the funding organization for clarification.

2 **Submit Your Application on Time**
Aim to submit a day or two early in case you run into technology issues with the application website, and even earlier if the grant requires you to submit a hard copy of the application via mail.

3 **Do Your Research Ahead of Time**
Find an organization that offers grants that closely align with your goals and mission. If your mission aligns with the funding organization's, your application is more likely to resonate with the review committee as they select grant recipients.

4 **Plan and Draft Your Application in a Word Document**
Grant applications are typically submitted online. However, online portals may not allow applicants to save their work and return later. To avoid losing progress, it's best to keep responses in a separate document that can be easily edited before submitting the whole application.

5 **Include a Clear and Concise Budget and/or Matching Plan if Required by the Grant**
A grant application's budget can be the deciding factor for reviewers, and some grants require a match. Understand the match ratio and reach out to the funding organization for clarification if needed.

6 **Ensure Your Grant Program is Feasible Within the Timeframe Allotted by the Funding Organization**
Ensure you can meet the project completion timeframe allowed by the grant program. Understand the funding organization's rules for changing plans post-award.

7 **Communicate Early and Often With Any Partners Who May be Involved With Your Grant Project**
If you are required to have partners in the project, be sure those partners are aware and as committed to your program as you are before you include them in your application.

8 **Know What is Required of You if you Receive the Funds**
Most of the time, the funding organization will want their logo included on all print materials, verbal recognition for events or radio/TV advertisements, or some other form of acknowledgement for providing the grant funds.

9 **Upon Completion of Your Grant Project, Remember to Write Your Grant Report in a Timely Fashion**
Most grants require some form of final report when the project is completed. For some grants, this may be a simple summary of your program, while other grants may require a more formal report, which includes an analysis of the impact the grant funds had.

10 **Proofread Your Application**
Good grammar goes a long way in making a good application a great one.

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