

**GRANT WRITING 101:**

* Before doing anything else, review all of the grant guidelines, instructions and application form.
* What information and materials do you need to gather? Whose help do you need to complete the application?
* Develop a timeline for completing the application by the deadline.
* Answer the specific questions that are posed. Answer thoughtfully and completely.
* Draft your narrative responses. Get your ideas out of your head, then edit and polish.
* Avoid using jargon. Instead, explain your ideas using clear, straightforward language.
* Provide specific examples, cite data and statistics, point to relevant research, share compelling anecdotes. Avoid generalities, vagueness and undefined acronyms.
* Don’t assume that the grant reviewers know anything about your organization or your project. Have someone totally objective review the application to see if it makes sense to them.
* Use the character count limits to help summarize and edit the information down to the most essential points.
* Use white space and list information when possible. This will help the grant reviewers.
* Proofread, proofread, proofread!
* Check and double-check your budget numbers!
* Make sure your application is absolutely complete and correct.
* Do everything exactly as the instructions dictate. Attention to detail is KEY.
* Anticipate problems. Don’t wait until the last minute to submit your application. If you have a question, ask.
* Ensure that your application was received. You should receive an automated confirmation email following submission through Foundant.
* Be sure to keep a complete copy of your application for your records. In Foundant, applicants can create a PDF document, which will include all of the application responses and any uploaded documents, by clicking on “Application Packet.” This can be printed, e-mailed and/or saved to your computer for your records.
* After submitting the application, bask in the moment and pat yourself on the back for a job well done!