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# 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? Do you need anyone’s assistance to complete the application?
* Develop a timeline for completing the application by the deadline. Submit the application well before the deadline (11:59 p.m. of the due date).
* 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.
* Spell out acronyms.
* Provide specific examples, cite data and statistics, point to relevant research, share compelling anecdotes. Avoid generalities and vagueness.
* Write as if the grant reviewers know absolutely nothing about you or your work.
* Have someone totally objective review the application to see if it makes sense to them.
* Don’t be intimidated by character count limits. It isn’t necessary to use every single character allowed as long as your responses are thorough. On the other hand, if you are bumping up against the character limit, realize that you don’t have to go into minute detail.
* Use white space and list information when possible.
* Proofread, proofread, proofread!
* Check and double-check your math!
* When it comes to support materials pick the best. Work-arounds for megabyte limits include creating documents with embedded links to online video or audio clips.
* 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, please 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 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!