SEVEN TIPS TO HELP WIN SUCCESSFUL GRANT FUNDING
Who can write a grant proposal?
- You can!
- Don't be intimidated by the rules and instructions

Writing a proposal is not easy!
- Time, Research, Concentration, Team Effort

Grants should be written for projects you know very well
- It is difficult to write on new concepts or newly created programs

Grants are reviewed by people who are experts in the field

The competition is stiff – many people are applying
- Yours must stand out
VERIFYING A GOOD MATCH

- Goals and priorities
- Eligibility requirements
- Deadlines
- Amount of funding available
- Limitations on funding
- Cost sharing or matching
- Application procedure
- Confirm your organization is eligible to receive funding
• Read the entire guidelines – with a highlighter – and not at bedtime!

• Pay close attention to
  • Overall project timeline (start and end dates)
  • Evaluation criteria
  • Expectations on collaboration
  • How payments will be received
  • Reporting expectations
  • Any other detail that might impact your project’s successful fit with the funding
Good proposals:

- Follow all directions
- Well researched and documented statement of the problem
- Statement of the problem that succinctly addressed the funders priorities
- Feasible goals and objectives
- Measurable objectives

Poor proposals:

- Not following directions
- Poor spelling and grammar
- Lack of focus
- Unrealistic budget and timeline
- Poor organization throughout the proposal

FEATURES OF GOOD AND POOR PROPOSALS
PROJECT DESCRIPTION
GOALS & OBJECTIVES

**Specific**
- What do you want to achieve?
- Where will you focus your efforts?

**Measurable**
- How do you plan to measure progress toward the goal?
- What is the end result and milestones along the way?

**Attainable**
- Do you have the resources to achieve the goal?
- What factors might prevent achieving these goals?

**Relevant**
- Is this important for your region?
- Does this matter or bring benefit to the region?

**Time Framed**
- When do you want to achieve your goal?
- What is the target date for accomplishing the goal?
Use the budget to show how the grant fits into a larger plan
Do your research on costs
Pay attention to limits and allowable expenses
Clearly state how you will support the project after funding is completed
Be clear with in-kind and matching funds
Funders may sometimes allow in-kind matches but at other times cash
Prepare a detailed budget consistent with the proposal narrative
Confirm the cash match is available and committed to the project
► Ask for a specific amount within a specific time frame
► Remind the reader of the need of your solution
► Mention recognition opportunities, if appropriate
► Inspire the reader
► Thank funder for past support, if relevant
► Offer to be available to answer any questions or to discuss your project
► Make sure you have attached the necessary supporting documents for your project

GRANT CONCLUSION
Identify project needs and focus

Find prospective grants

Prepare grant & Submit before deadline

Agency review period

Receive Award Letter

Accept or Decline Award

Carry out Project

File Reports with Funding Agencies

GRANT WRITING PROCESS
DEVELOP A RELATIONSHIP

- People give money to people.....Organizations do not give money to organizations
- Staff to staff
- Build trust over time
- It may take 2-3 years to get the grant you want
- If you are unsuccessful in your application process.....Review with staff where improvements may be made
- Improve and re-submit