

Grant Writing Guide Checklist & Tips

1. Research Funding Opportunities:

- Identify potential grant opportunities that align with your project goals and objectives.
- Research eligibility criteria, deadlines, and application requirements for each grant.

2. Understand the Grant Guidelines:

- Read the grant guidelines thoroughly to understand the funder's priorities and expectations. Then read it again!
- Note any specific requirements for project proposals, budgets, and supporting materials. Follow those specific items carefully!

3. Develop a Clear Project Narrative:

- Clearly articulate the need for your project and its potential impact on the community.
- Describe the project goals, objectives, and activities in a compelling & concise manner.

4. Outline Project Budget:

- Develop a detailed budget that aligns with the grant guidelines
- Clearly justify each budget item and provide accurate cost estimates.

5. Provide Supporting Documents:

- Gather any required supporting documents, such as letters of support, organizational information, or project plans.

6. Craft a Strong Executive Summary:

- Write a concise executive summary that highlights the key elements of your project.

7. Address Evaluation and Impact:

- Describe how you will evaluate the success of your project and measure its impact on the community.
- Identify specific indicators and metrics for assessing project outcomes and effectiveness.

8. Demonstrate Community Support:

- Provide evidence of community support for the project, such as letters of endorsement or partnerships with local organizations.
- Highlight any community input or involvement in the project planning process.

9. Review and Edit Carefully:

- Proofread your grant proposal carefully to ensure clarity, accuracy, and consistency.
- Read it out loud
- Seek feedback from both a subject area expert and someone who is not familiar at all with the subject or your organization

10. Submit Application on Time:

- Submit your grant application before the deadline in the required manner and format.
- Confirm receipt of the application and follow up if necessary.
- Be responsive to any requests for additional information.

11. Track and Document Progress:

- Keep detailed records of your grant application, including submission dates, correspondence with the funder, and any updates or changes to the project plan.
- Document progress and outcomes as the project unfolds, which may be useful for future grant applications or reporting requirements.