

## Top 10 Grant Writing Tips

### 1. Keep It Simple

Be clear, concise, and straightforward. Eliminate wordiness. Write in short sentences.

### 2. Focus on the Funder's Mission

Do your *research*. Make sure that your project fits with the funder's mission and objectives. Review the funder's website, with particular focus on their corporate and/or foundation giving and social responsibility.

### 3. Follow Guidelines

Read the funder's guidelines of the Request for Proposal, whenever available. Follow their instructions.

### 4. Make Your Grant Compelling

Humanize the articulation of your project. Describe the problem's *impact* on people and humanity. Use examples (e.g. statistics, research, anecdotal evidence, trends, survey results, and reports) to support your case.

### 5. Define Objectives

The objectives should be **SMART** – **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime bound. Be clear about what the funds will be used for. Discuss more about what your project or program is designed to accomplish rather than what your organization does.

### 6. Avoid Using Jargon

Do not use language that is specific to your discipline or organization. Do not use acronyms or abbreviations. Readers will not necessarily understand slang, so avoid it.

### 7. Measure Success

How is success measured? Define measurable results or milestones to be accomplished. Use timelines to help visualize implementation. State expected outcomes and how you will achieve them. Include a strong evaluation component.

### 8. Consider the Funder's Return on Investment

How can the funder best leverage their dollars? Consider the project's ability to enhance the funder's reputation as a good citizen.

### 9. Assure Sustainability

Have a plan for additional funding once the grant period is over. Mention partnerships to reassure that others are committed to funding your project. Demonstrate your organization's experience and past successes in raising money to sustain similar projects.

### 10. Report Funding Impact

Tell the funder how they made a difference or what impact they made as a result of the funding. Let them know that their investment was worth it.