

# INTRODUCTION TO GRANT WRITING

To write your best grant application, you need more than a big idea. You'll need to choose the right grant, take your time in preparing an application, and use all resources available to you.

## CHOOSING A GRANT

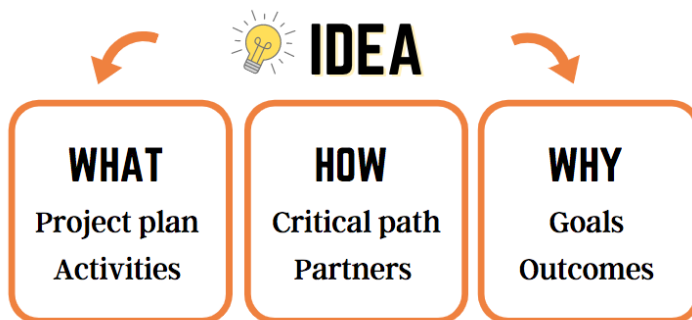
Look for a grant that fits your needs. Always read all the rules, eligibility requirements, and objectives before choosing a grant. Make sure that your activities, costs, and goals match the grant. Check to see if the adjudication criteria are available to help you understand the evaluation. Contact the Grants officer as soon as possible. They will help you choose a grant and prepare your application.

## APPLYING

Once you have your concept and your grant, it's time to start planning your project. You need to plan your activities, create a critical path, connect with partners, and set your goals.

Look at the submission instructions. If it is submitted online, check to see if you need to make an account. Make yourself a checklist of all the necessary documents. In addition to an application form, you might need:

- ✓ budget
- ✓ support material
- ✓ reference letters
- ✓ partnership agreements
- ✓ financial statements



## GRANT WRITING TIPS

- ★ Read all the instructions before you begin.
- ★ Use a checklist for all necessary documents.
- ★ Make sure your project matches the grant objectives.
- ★ Have a proof-reader check your work.
- ★ Set your own deadline a week early.
- ★ Keep records to report on use of funds and evaluate your success.

