

GRANT WRITING CHECKLIST

Does it Have the Necessities?

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> Project Objectives | <input type="checkbox"/> Evaluation |
| <input type="checkbox"/> Title Page | <input type="checkbox"/> Methods: Project Components | <input type="checkbox"/> Summary |
| <input type="checkbox"/> Introduction | <input type="checkbox"/> Budget | <input type="checkbox"/> Appendix |
| <input type="checkbox"/> Problem Statement | <input type="checkbox"/> Sustainability/Future Funding | |

*This checklist pertains to the common elements that comprise a general grant proposal. Many foundations utilize a customized grant application - always follow the guidelines of the funder.

Make it Clear

- Get to know the foundation or agency you are submitting a proposal to. Study their website to learn their funding priorities and review the projects they have supported in the past.
- Identify the problem (unmet need) your project addresses. Emphasize the importance and/or impact of the problem and convince the funder that you have a plan to solve it.
- Understand and adhere to requirements and deadlines as specified by the funding agency.

Make it Concise

- Use simple, clear, easy-to-understand words and phrases.
- Format your proposal for maximum visual appeal (examples include the effective use of white space, bold section headings, keywords and photos).
- Follow the "less is more" rule of writing! Eliminate redundant paragraphs, sentences, and words.
- Have a third party read your proposal and provide feedback.
- Edit! Check for spelling and grammatical errors.

Make it Compelling

- "A picture is worth a thousand words." Include, if possible, impactful images in your project proposal.
- Offer facts, examples, studies, reports and/or statistics that support your narrative.
- Describe what life is like where your project will take place.
- Be future-focused! Highlight the sustainability of your project.