

A stack of white papers, slightly blurred, set against a light purple background.A blurred image of a clock face, showing numbers and hands, set against a pink and purple background.

# GRANT WRITING OVERVIEW

A stack of white papers, slightly blurred, set against a light green background.A clear image of a yellow clock face with black numbers and hands, set against a yellow and orange background.

TIPS & TOOLS

# WHAT HAPPENS?

- Solicitation Released
- Proposal Written and Submitted
- Proposals Reviewed
- Grants Announced



# READERS COMMENTS SUCCESSFUL PROPSALS

- Outstanding proposal - they know what they want to do and how to do it.
- Clear, focused - very good.
- Easy to read and based on realism.
- Most innovative and worthwhile proposal.
- Compelling case for need.
- Very clear numbers in goals, objectives and results to be expected.
- Well documented - all points covered and needs tied together with plan.



# REVIEWERS COMMENTS UNSUCCESSFUL PROPOSALS

- Proposal was submitted late.
- Proposal did not meet Eligibility Requirements.
- Focus of the proposal wasn't clear.
- Inconsistent and unrelated data, and not presented in an understandable manner.
- About 80% of sections not addressed.
- Nothing shows they accomplish goals.
- Planned approach does not discuss who, what, when, where and how.
- No coordination with existing services.
- Budget area does not coincide with narrative or requested amount.



# SAMPLE PROPOSAL REVIEW PROCESS

- Receipt by Due Date
- Minimum Criteria (e.g., required forms, formatting, eligibility).
- Reader Review (via a rubric or assessment tool).
- Background Check (e.g., tax issues, corporate status, registered employer).
- Optional Onsite Review.



# WHO ARE YOU? (PLANNING AHEAD)

- Mission – reason for existence?
- Vision – future direction, where you are going?
- Plan – how you are going to get there, goals & objectives, what will it cost?
- Resources – what do you need now & in the future? Types of funding and requirements?
- **Put it in Writing!**



# PUTTING A PROPOSAL TOGETHER

- Read the request for proposals thoroughly.
- Identify and highlight directions and requirements.
- Develop a lists of questions.
- Develop a calendar or project management schedule that includes time for reviews, revisions, copying and delivery.



# NARRATIVE

- Be logical, well written & interesting to read.
- Be well matched to the organization's vision, mission and qualifications.
- Have clear goals and objectives.
- Be feasible and make no unsupported assumptions.
- Demonstrate the organization's competence to carry out the project.
- Respond to all questions and make a compelling case.





# BUDGET

- Ensure the proposed budget:
  - Adequately supports the project,
  - Include all applicable business expenses (allowed by grant), and
  - Matches the narrative.
- Ensure the planned cost are:
  - Reasonable, necessary, allowable, and
  - Realistic for the project.



# FUNDING RESOURCES

- Pursue multiple funding sources:
  - Public - Federal, State, County
  - Private - Foundations, Corporations, Endowments
- Develop a “Hit List” of web sites to watch (e.g., [www.fdncenter.org](http://www.fdncenter.org)).



# OTHER REQUIREMENTS

- Ensure the organization that's submits the proposal meets eligibility requirements.
- Submit required number of signed originals and copies.
- Include all required certifications, proposal components, forms, letters of support... with the proposal.



# SUMMARY

- Plan ahead.
- Watch for funding opportunities.
- Do your homework - Research.
- Make sure the grant is a match, and you are ready for the requirements.
- Follow the proposal guidelines.
- Make the proposal clear, concise, compelling, supportable and legible.





Questions?  
(559)492-9554

[www.TheSharpestGrantWriter.com](http://www.TheSharpestGrantWriter.com)