



Introduction to Grant Writing

Grant writing can feel overwhelming, but you don't have to do it alone.
This guide breaks the process into simple steps.

Before You Start Writing

Define Your Goal and Project

What do you want to accomplish, why does it matter, what methods & activities will you use on what timeline, & how will it make a difference?

Research Funders

Seek funders that support work like yours, especially those serving your region, and check whether their mission aligns with your project.

Review Guidelines & Past Giving

Each funder has their own format and requirements; follow them closely. Looking at previous projects they have funded can help you gauge if your project is a good fit.

Research Past Proposals

Find examples of funded applications in your field to learn what makes them successful.

Know Your Audience

Grant reviewers typically want two major components in your proposal:

1. A clear, compelling, and well-structured plan that addresses a need, is logically sound, and aligns with the funder's mission.
2. Evidence that you or your organization has the capacity to follow through and deliver results.

To write an effective proposal, consider:

- Who is reading this? What do they care about? How much background do they need?
- What do they expect? What are the priorities and values of this funder?
- How do you show credibility? Highlight your experience, partnerships, and preparation.
- How do you stay clear and organized? Use headings, bullet points, etc. When editing, make sure each line serves a clear purpose.

Common Grant Proposal Elements

Summary/Overview

A brief snapshot of your project's purpose, goals, impact, and funding request.

Statement of Need

Explain the problem or gap your project addresses and how you are well positioned to address it. Highlight your org's strengths and include relevant data and examples.

Project Description

Outline your goals, methods, timeline, and how you will measure success.

Budget

Clearly list what you are requesting and why. Justify each cost and connect it to your project plan.

Supporting Materials (as required)

Do not include any extra documents; only what the funder asked for.

Know Your Audience

- Use the funder's language. Reflect the key terms and priorities they highlight.
- Tailor to each proposal. Ensure your responses directly answer the questions.
- Start small. Early wins with smaller grants can help you build credibility for larger ones.
- Be persistent. Remember that rejection is common and not personal. If your application gets rejected, you can ask for feedback and inquire about future funding opportunities.