

Write a Grant

YOUR STEP X STEP GUIDE

1. RESEARCH Make sure this is the right grant for you

- Check for mission and giving interests on the agency website
- Read the entire "Grant/Applicant Guide", if available (and make notes)
- Access the application and read through the questions

ASK: Are we able to easily answer these questions (this can give you an indication of fit)? Do we have time to write this? If we are successful, do we have the capacity to manage this grant (tracking, reporting, etc.)? Does it fit within our strategic plan/org goals?

2. GRANT PREP Organize for efficiency

- Determine strategy based on research notes
- Transfer all the application questions or notes on required information/documents to a "working doc" for writing/editing (**Pro-tip!** Make it a shared file for easy collaboration)
- Determine all tasks that need to be completed and set up a work schedule for you or your team

3. GATHER INFO

- Relevant background information (statistics, external research) to support your case/project
- Speak to program managers - record or transcribe your conversation.
- Pull content from previous grant applications or other organizational documents (annual report, program reports, website, etc.)

4. WRITE!*

*See the next page for a bonus grant writing checklist

5. WORKSHOP + REVISE

- Share the draft with a person who is familiar with the project; invite them to review and comment

Pro-tip! The goal is to submit the strongest application. Take all edits and comments into careful consideration - even the best writers can miss things and make mistakes.

- Revise your draft and prepare for submission - ensure all required documents are on-hand

6. SUBMIT!

7. HOUSEKEEPING

- Save all drafts and submission documents in a shared folder for future reference
- Add details to your grants tracking document or database, making note of:
 - Granting agency
 - Date submitted
 - Ask amount
 - Expected response date



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GRANT WRITING CHECKLIST

- ☐ We have included all the requested information/documentation, and ONLY the requested information/documentation
- ☐ We have clearly demonstrated how our organization/project aligns with the focus of the granting program/agency

In plain, clear language we have included:

- ☐ **What** we plan to do
- ☐ **How** we plan to do it
- ☐ **Why** it is important that we do it



Make it shine:

- ☐ Add quotes from participants or beneficiaries to reinforce a point and embed with emotion
- ☐ Show what has been accomplished and also what is possible with additional/renewed funding in terms of participant numbers or geographic reach

Need some support with your grants?

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