



Grant Writing Tips

Getting Started

The grant writing process can be challenging—even for experienced writers. The competition can be fierce. You have only one chance to make a good impression to capture the reviewers' attention.

To ensure that your proposal is both effective and competitive consider these tips:

- 1 Start early** and allow extra time for writing, reviewing, and editing.
- 2 Remember** that a deadline is a deadline. Send or deliver your grant proposal *prior* to the deadline.
- 3 Follow the directions!** Carefully read the instructions to ensure that all required information, forms, and signatures have been included.
- 4 Write concisely** in the active voice; write to communicate, not to impress.
- 5 Format** your proposal according to the required font size, margin sizes, line spacing, and page limits.
- 6 Limit** your responses to allowable word counts. Any information presented beyond the word count limit will not be reviewed.
- 7 Be persistent!** If your proposal is not funded, request copies of the reviewers' comments to make improvements before submitting the next grant proposal.

Links for Ideas & Insight



[Grant Writing Basics
from Grants.gov](#)



[Grant Writing Tutorial
from NEA](#)



[Writing Your First Grant
from Faculty Focus](#)

Grant Application Components

Most grant applications include the following components.

Executive Summary	<p>This section provides a brief overview of the project and is usually written <i>after</i> the proposal has been completed. The summary gives a taste of the proposal to come and is your chance to make a good first impression.</p> <ul style="list-style-type: none"> ✓ Audience: Who will be directly impacted by the project? ✓ Need/Problem: What need will the project address? ✓ Educational Goals: What does the project strive to accomplish? ✓ Performance Targets: Who will be able to do what, by when? ✓ Activities: How will the project be carried out?
Needs Assessment	<p>This should convince the reviewer that what you propose to do is important.</p> <ul style="list-style-type: none"> ✓ How will the needs for the project be identified? ✓ What supporting research and data validate the identified needs?
Goals & Objectives	<p>The goals and objectives should explain what you plan to do about the problem.</p> <ul style="list-style-type: none"> ✓ Are the goals aligned with the project's needs? ✓ What results do you expect to achieve?
Methods, Strategies & Design	<p>Give a detailed description of how you plan to achieve the goals and objectives. Include a timeline and specifics of who will do what and when. Activities should relate to the goals and objectives as well as the project requirements. Each activity should address the identified needs of the targeted population and be sufficient to achieve the measurable outcomes.</p>
Assessment & Evaluation	<p>This section describes plans for assessing and evaluating the project.</p> <ul style="list-style-type: none"> ✓ Do you have formative and summative assessment data? ✓ How will you know if the desired impacts have been achieved?
Sustainability	<p>Sustainability refers to how the program will continue when funds expire. Include a description of the commitment to continue the project in subsequent years with reduced levels of funding along with a plan of support from district administration.</p>
Project & Resource Management	<p>Describe how the grant activities will be managed and monitored. Include a list of the project team along with their roles, responsibilities, and qualifications.</p> <ul style="list-style-type: none"> ✓ What existing resources will be utilized? ✓ How will management of facilities best maximize the use of funds? ✓ Will you work with other organizations to leverage resources?
Budget	<p>This should be an accurate "estimate" of the associated costs. Be sure to include a line item for every cost described in the narrative proposal.</p>
Final Assembly	<p>Allow extra time to go through this last step.</p> <ul style="list-style-type: none"> ✓ Use the "Evaluation Criteria" as a checklist. ✓ Choose a simple design; the emphasis should be on neatness and accuracy. ✓ Use easy to understand language since the reviewer could be a "novice." ✓ Use "active" voice and persuasive writing techniques. If more than one person contributed, ensure the proposal is written in a "single" voice. ✓ Have several people proofread and provide feedback ✓ Ensure all signatures have been obtained and review formatting instructions. ✓ Mail or deliver the proposals prior to the deadline.

For More Information [Contact Your HMH Account Executive](#)