Grant Writing Tips

Do	Don't Do
Make sure you are eligible. Read the entire grant application to make sure it is right for the program you have or have in mind.	Don't try to "fit" your program to a grant if it is not a natural match. Chances are, your application won't be competitive.
Follow all instructions for page limits, font requirements, spacing, and other specifications.	Don't exceed the page-limit recommendation for your proposal's narrative text or get too creative with fonts and margins to give yourself more room. Your reviewer will notice.
Make sure you organize the grant narrative to address explicitly any stated selection criteria. If criteria are presented, your grant will probably be rated on how well you address these criteria.	Don't be vague about goals, objectives, and intended outcomes in the narrative.
Make sure you address each item the grant asks for. Make it easy for the reviewer to "check off" each requirement without having to hunt for information.	Don't forget to include critical information required on forms and any other assurances necessary.
Ask for enough funding, based on what the grant provides or recommends.	Don't ask for an exorbitant amount of funding— especially if you are seeking funding for only one site.
Write clearly for the reviewers. Use headers, and short sentences and paragraphs.	Don't assume that the readers know anything in advance about your community or program. Proofread the proposal!
Have someone else (someone not involved in the process) read your grant.	Don't rely on computer spell-checks and grammar-checks. They do not find all the errors.
Provide a budget for each year for the amount you are requesting from the funder. Be careful to review any matching	Don't assume the readers will know what you "meant" to say if you make a mistake. If you mistakenly ask for less money than your

requirements and make sure you can meet them. If budget forms are required (federal grants require them), make sure you fill them out completely. Check your addition!	budget details, you may be awarded only the lower amount (if you get an award at all).
Sign your original application in blue ink and submit enough copies.	Don't submit additional material after you have already sent in your application. It may not be considered in the review process.