

GRANT WRITING TIPS

From the Warren County Economic Development Team

Disclaimer: Grant applications/processes are not one size fits all.

1. Follow the instructions!
2. Answer questions completely
3. Provide all items that are requested
4. Be clear and concise with your answers
5. Use the space provided (Not too much/Not too little)
6. Understand what the grant maker's goals are, and tailor your request to fulfill their goals
7. Review the eligibility requirements and make sure you fit
8. Give yourself adequate time to complete the application
9. Understand any matching fund requirements and be sure you can comply
10. Show the impact – Why should grant-maker fund your project? Show the return on investment
11. Never assume – Use “According to a recent study” vs “Many people know that...”
12. Be Realistic – Don't ask for more than you need (or too little)
13. Accurate Budget – make sure your project budget matches your application and request
14. Submit an application you are proud of - Get a second set of eyes to proof.
15. Triple check your application! Did you accomplish all of the above items?