5 Tips for Successful Grant Writing:

Match your need to the funding source.

Funding sources have specific priorities for the types of projects they will support. It is essential you meet their qualifications to apply, and that your project matches their funding goals. A smart first step is to submit a Letter of Intent, or LOI for short, and get the go-ahead to submit your proposal for funding.

Follow all instructions and deadlines.

Grant applications ask for many specific pieces of information, often in particular formats, and will not accept an application that is incomplete or submitted past the deadline. Allow plenty of time to collect all required narratives and supporting documents. Double-check the instructions and your work.

Create a project plan that makes a difference.

Funding organizations are interested in supporting novel ideas that will add to the knowledge around a topic, reach those who are underserved, create programs that can be replicated, and further the mission of the funding organization. The review criteria provide great insight into what they seek.

Develop a realistic and justifiable budget.

One of the trickiest parts of a grant application is the budget. It must reflect proposed expenditures that are both realistic and justified. Make sure all funding requests match what the organization allows. Multiple funding sources may be needed to complete a project.

Make your case clearly, concisely, and compellingly.

Grant review panels read many more proposals than they can fund, so those that are well-written with clear and focused objectives and a well-designed and communicated plan will rise to the top. Carefully follow all character or word limits. Communicate compellingly and reviewers will rank you highly.