

Grant Writing Tips

Start Smart

- Read the full grant guidelines.
- Know the funder's priorities.
- Check timelines, funding limits, and match requirements.

Is Your Project a Good Fit?

- Confirm your organization and project type are eligible.
- Check whether your project phase can be funded.
- Ask questions—funders often welcome them.

Describe Your Project Clearly

- Use a short project name that says what it is and where it is.
- Write clear goals (big picture) and objectives (specific outcomes).
- Write a clear and concise project description covering why, where, what, and how.

Write a Strong Application

- Answer each question directly and early.
- Use bullet points to make information easy to find.
- Minimize background and avoid overselling.
- Explain how your project meets the criteria.

Budget Tips

- Keep numbers consistent across your application.
- Double-check calculations and round to realistic amounts (100s or 1000s of dollars).
- Provide clear justification for each cost.

Style Tips

- Use plain language and avoid long narratives.
- Use bold/italics sparingly.
- Avoid acronyms unless necessary and define them once.

Before You Submit

- Use your checklist to confirm all pieces are included.
- Check spelling, grammar, and consistency.
- Remove all comments and tracked changes.