



Grant Proposal Writing Tips

A-State Online Writing Center

Grant writing explained

Grant writing is an imperative skill to learn, especially while working in an environment that continually requires funding for specific projects that will better a community/institution. To secure a grant, writers need to not only use appropriate rhetoric, but they will also need to write in a way that stands out from other applications.

The grant application process is lengthy, involving significant research, team collaboration, brainstorming, and number crunching. Grant writers follow the process of writing and submitting proposals and then revising any rejected proposals to submit during the following funding cycle. On the other hand, accepted proposals can lead to constructing fruitful relationships with funders for your current project and future opportunities.

Take a look at the guide below to see grant proposal writing best practices across fields or disciplines.

Do your research

Conduct research on targeted funders that align with your organization's interests and goals. Approved applications are based on finding the right funder, so make sure it's worth your time to apply.

Give yourself ample time

You'll most likely have to make revisions to the application based on your colleagues' notes, so you want plenty of time to review prior to submittal. Start this process early.

Follow guidelines

Read the application carefully to ensure you are responding to each question appropriately. If you see an example, follow a similar format. Moreover, double-check your budget calculations and grant contact information with another staff member. Finally, do a grammar and spelling check, or have a professional service review the application for you, so you maintain professionalism.

Define the target audience

Note the target demographics and any communication barriers with regard to the language you use on your grant application as well as on your organization's public online profiles. Are you inclusive and engaging with your language to reach across communities? With that being said, ensure your writing is clear to readers and avoids excessive jargon.

Be compelling

Craft a narrative to demonstrate why grant reviewers should care about your organization and its goals. Build credibility by showcasing your organization's work by its leaders to meet previous goals and how securing funding will help advance your causes. Further, make sure they comprehend how funding will enable you to logically meet your goal and/or solve a problem.

Be as detailed as possible

Be explicit with how you or your organization plans to use proposed budget funding and how you will obtain other sources of funding if you're asking for partial support. Create an outline of your objectives, methods, timeframe, beneficiaries, and expected outcomes. Grant reviewers need to see how funding is utilized to meet your organization's intended goals to ascertain a project's sustainability.

Revise & submit again

Your funder may say no, but that doesn't mean you should write them off for future opportunities. Revise the application and submit during the next funding cycle if you feel that the funder truly aligns with your interests or the interests of your organization.

Sources consulted

Our tutors consulted the following sources while writing this quick guide:

<https://writingcenter.unc.edu/tips-and-tools/grant-proposals-or-give-me-the-money/>

<https://www.neefusa.org/7-tips-writing-effective-grant-proposal>

<https://learning.candid.org/resources/blog/top-5-tips-for-successful-grant-proposals/>

<https://s3.amazonaws.com/ssrc-cdn2/art-of-writing-proposals-dsd-e-56b50ef814f12.pdf>