

Dos and Don'ts of Grant Writing

Do :

- know your funder, establish a relationship
- review any documentation published by the funder including annual reports, program information, funding guidelines
- follow guidelines and proposal formats
- give the funder all the information they request - additional information can be placed in an appendix
- ask, if you have any questions
- ensure the proposal is easy to read
- use headings and point form where appropriate
- use short sentences
- avoid jargon and highly technical language wherever possible (it can be very helpful to have someone else read over your proposal and comment on clarity)
- be clear, concise, positive, creative, honest
- present concrete ideas
- invite the funder to be a partner in your success
- ensure the budget is detailed and balances - out of whack numbers can cause the funder to wonder about your financial capacity, and call into question other aspects of your proposal
- identify clear outcomes, phrased as outcome statements
- appear well grounded in the issues; your proposal should be written to educate the reader on the issues
- be realistic
- ensure your references are able to speak knowingly and positively about your organization and your proposal

Don't:

- annoy the funder
- go even one line over the maximum number of pages allowed in a letter of intent or proposal, but don't use a microscopic font to make it all fit
- be abstract
- pad your budget
- use personal pronouns - I is much worse than we
- regurgitate the funding guidelines
- be too flashy - you don't want to look too rich!
- appear desperate
- highlight any past mistakes, but be prepared to discuss and defend them and the solutions in a meeting
- become discouraged

Grant Writing Resources

Introductory and General

Building Foundation Partnerships

By Ingrid van Rotterdam

Published by the Canadian Centre for Philanthropy, 1995

Charity Channel's Grants and Foundations Review

Index of articles and subscription to e-newsletter

http://charitychannel.com/resources/eNewsletters/Grants_and_Foundations_Review/By_Title/index.html

The Foundation Fundraising Internal Readiness Audit

<http://www.ccp.ca/information/documents/gd1.htm>

A Guide to Proposal Planning and Writing

By Jeremy T. Miner and Lynn E. Miner

<http://www.oryxpress.com/miner.htm>

Basic Elements of Grant Writing

<http://www.cpb.org/grants/grantwriting.html>

A Wealth of Information on Foundations and the Grant Seeking Process

By Janet Camarena (from "Computers in Libraries")

<http://www.infotoday.com/cilmag/may00/camarena.htm>

Library Funding

by: Tracey L. Bremer

<http://www.ericit.org/digests/EDO-IR-2001-01.shtml>

The Researching Librarian: Web resources helpful for librarians doing research

Funding section (list of Web sites)

<http://www2.msstate.edu/~kerjsmit/trl/funding.htm>

About.com supersite on Developing Grant Proposals

<http://nonprofit.about.com/cs/developinggrants/index.htm>

Foundation Fundraising (list of articles from the Canadian Centre for Philanthropy)

http://www.ccp.ca/information/resource_development/foundation_fundraising/resourcefound.html

The Grantsmanship Center Magazine (list of articles)

<http://www.tgci.com/publications/pwg.htm>

eFundraising Forum links

<http://midhudson.org/virtual/efundraising/fundraising.htm>

Nonprofit Fundraising and Grantwriting

http://www.mapnp.org/library/fndrsng/np_raise/np_raise.htm#anchor4293050175

OnPhilanthropy – articles on trends in corporate giving and foundations

<http://www.onphilanthropy.com/articles/default.aspx>

Foundation and Grants Research

Grant Opportunities for Public Libraries (Compiled by SOLS, Fall 2002)

<http://www.sols.org/fund-dev/FD/GrantOpportunities.xls>

Grant-Giving Foundations – free access listing from Charity Village

<http://www.charityvillage.com/nonpr/nonpr17.asp>

The Grantsmanship Center – index of Canadian funders (free access)

<http://www.tgci.com/intl/canada.htm>

The Canadian Directory to Foundations & Grants (info on subscription to online directory)

<http://www.ccp.ca/directory/index.html>

PRO-Online (Prospect Research Online) Rainforest Publications (fee-based database)

<http://www.rpbooks.com>

BIG Online (fee-based database)

<http://www.bigdatabase.ca>

Building a Foundation File

Checklist for the Complete Foundation File

<http://www.ccp.ca/information/documents/gd3.htm>

The Foundation Center's Funding Prospect Worksheet

<http://www.fdncenter.org/onlib/prosp.html>

Writing Tips

Clear Language and Design (East End Literacy)

Reading Effectiveness Tool

<http://www.eastendliteracy.on.ca/ClearLanguageAndDesign/start.htm>

What Grantmakers want Applicants to Know

<http://www.guidestar.org/news/features/grantadvice.stm>

The Program Description – Giving Your Ideas Life

http://charitychannel.com/printer_3051.shtml

Preparing For Foundation Partnerships: What Charities Should Know About Foundations

<http://www.ccp.ca/information/documents/gd93.htm>

Funder Focus: interviews with some of Canada's leading funders to discuss current programs and challenges, and the evolving role of philanthropy in Canada.

<http://www.charityvillage.com/archive/acov.html>

“First, Know What You Do”

By Richard Ely, Strategic Fundraising Consultants

<http://www.bigdatabase.com/bigCanadiannewsletter.nsf/ea99acd17c9773f6882564d400748ba5/03babe2ec95aa88688256b9700737c7f?OpenDocument>

Ten Tips for Grantwriting

by Judy Kunofsky, grantwriting specialist at Zimmerman Lehman

<http://www.zimmerman-lehman.com/GrantTips.htm>

10-Point Grant Writing Guide - Overview

<http://www.npguides.org/guide/index.html>

Effective Fundraising Letters

by Rebecca Whitlock

<http://www.coolsheets.com/pr/archives/0599/052799.htm>

Ten Keys for New Grant Writers

By Ken Ristine

<http://members.aol.com/KenR1029/10keys.htm>

Minnesota Common Grant Application Form

www.mcf.org/mcf/grant/narrative.htm

Strategies for Effective Proposal Writing

Resource Manual in pdf format

<http://www.healthycommunities.on.ca/>

Grant Proposal Self-Assessment Tool (pdf format)

www.orsp.cmich.edu/pdf/grantsat.pdf

Glossary of Terms (US)

<http://www.cof.org/glossary/index.htm>

Program Budgets

Writing a Successful Grant Proposal

<http://www.mcf.org/mcf/grant/writing.htm#budget>

More Study!

EPA Grant-Writing Tutorial (free!)

<http://www.epa.gov/seahome/grants.html>

The Foundation Center's Learning Lab

Proposal Writing Short Course

<http://fdncenter.org/learn/shortcourse/prop1.html>

Teaching Yourself to be a Grantwriter

<http://www.grantproposal.com/starting.html>

Samples

Sample Grant Proposal over \$5,000 – Goodwill Industries

http://www.gillfoundation.org/grants_docs/grants_docs_show.htm?doc_id=101144

Sample National Grant Proposal - Nashville CARES

In .pdf format with Program Officer commentary

http://www.gillfoundation.org/tata_materials/tata_materials_show.htm?doc_id=90214

The Foundation Center's FAQs

Where can I find examples of grant proposals?

<http://fdncenter.org/learn/faqs/propsample.html>