



Helpful Grant Writing Tips

As an organization prepares to write a proposal application for grant funds, the organization will develop a plan for completing the proposal. Within the mission of the organization, needs of the community have been identified and project(s) have been created to meet those needs. The project plan(s) created include objectives and goals, action plans, target groups, staff requirements, material and supply requirements, an evaluation tool, and a budget. The project plan will serve as the information source for the responses to the proposal.

How to start:

Read the entire proposal and become familiar with what information needs to be provided. Be sure that the project you are requesting funding for meets the criteria for the grant. Outline the responses. If appropriate, **include** research you did when you developed the project to make your case stronger.

TIP #1: **Make Project's Goals Realistic**

- Be realistic. Don't propose more work than can be reasonably done during the proposed project period. Make sure that the personnel have appropriate experience and training.
- One method used to create a goal that is carefully planned is the SMART Method. SMART is an acronym that stands for **Specific, Measurable, Achievable, Relevant, and Time-based**.

TIP #2: **Project's Budget**

- Think about the project's budget and how it reflects the goals of the program. Remember that everything in the budget must be justified by the work you've proposed to do. Review the budget and verify that it is reasonable and well-justified.
- Review the actual numbers and the arithmetic. Make an effort to avoid careless errors.

TIP #3: **Write in A Clear Concise Manner**

- Write clear headings. Write a clear topic sentence for each paragraph with one main point or idea.
- Write simple and clear sentences, keeping to about 20 words or less in each.
- Use sub-headings, short paragraphs, and other techniques to make the application as easy to navigate as possible. Be specific and informative, and avoid redundancies.

TIP #4: **Sell Your Idea**

- Capture the reviewers' attention by making the case for why FBCF should fund your project!
- Include enough background information to enable the reviewer to understand your proposed work.
- A reviewer must often **read** 10-20 applications in great detail. Your application has a better chance of being successful if it is easy to read and well-written.

- Use bullets and numbered lists for effective organization. Indents and bold print add readability. Bolding highlights key concepts and allows reviewers to scan the pages and retrieve information quickly.
- Make your points as direct as possible. Avoid jargon or excessive language.
- Be consistent with terms, references, and writing style.
- Use the active, rather than passive, voice.
- Spell out all acronyms on first reference.

TIP #5: Edit and Share for Comments

- Have zero tolerance for typographical errors, misspellings, grammatical mistakes or budget miscalculations.
- **Remember the Details!**
- If more than one person is contributing to the writing, it would be helpful to have one editor review for a consistent writing style and an easy flow.
- Allow someone with fresh eyes to read your content, check your punctuation, check the budget numbers, and give you feedback on whether the content flows.
- Conduct your own review based on FBCF's peer review criteria provided in the RFA. How would you rate your own application?

If you have any questions, email Jessica Parker Kerr at: Jessica@FloridaBreastCancer.org

We are happy to answer your questions, or you can find many grant writing resources online.