# 30 Quick Tips for Grant Applications

Have you ever wondered how to be more successful at attracting grants?

One grant reviewer says that when she reviews applications, she looks for reasonable and feasible goals, innovation, expertise, clear writing, and adequate details of project implementation.

Read the tips below and on the back to learn more!

1. Make sure your organization is qualified to apply.
2. Call the grants officer with any questions.
3. Complete: The purpose of ___ is to ___ for ___ so that _____.
4. Consider partnering with another local organization to share the work.
5. Develop a timeline for meeting the grant application deadline.
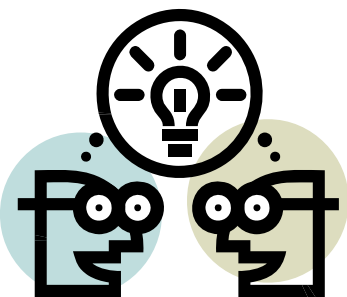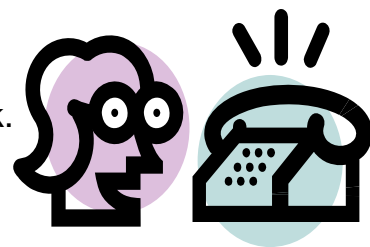
6. Follow the application instructions carefully.
7. Keep your goals realistic.
8. Cite community/technical research that supports your goals.
9. Identify who will benefit from this grant.
10. Describe why your idea is a good match for the grantor.

11. Create an outline first, then fill in the narrative.
12. Request necessary financial reports and references as early as possible.
13. Be clear, be brief, be simple, and use action words.
14. Check existing agency documents for useful text to modify.
15. Indicate exactly how the purpose of the grant will be achieved.

Better check those numbers!
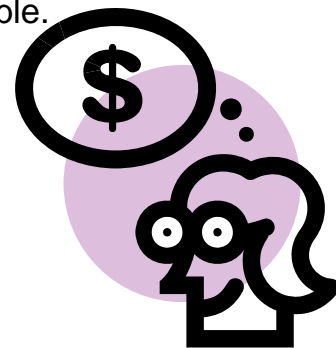
16. Address all evaluation criteria.
17. Show how the activity will be sustainable after the grant ends.
18. Match costs with the grant's scope of work and activities.
19. Use spreadsheets to ensure accuracy of extensive computations.
20. Adhere to specified page limits.

21. Include a table of contents.
22. Use a short, specific, understandable title for the application.
23. Edit for spelling, content, grammar, and numerical errors.
24. Thank the reviewers in the proposal cover letter.
25. Have others read drafts, e.g., a knowledgeable expert, an intelligent non-expert, and an editor.

Did you follow the directions?
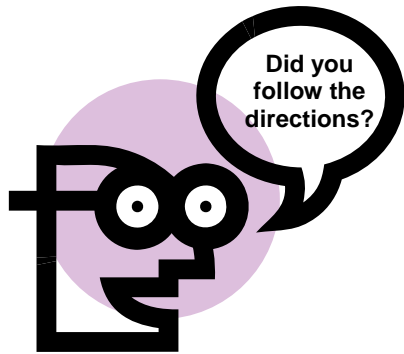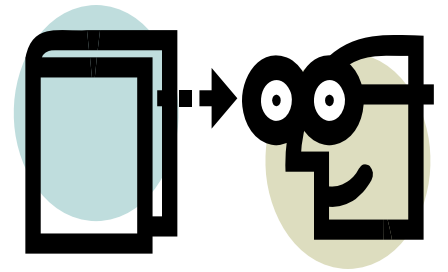
26. Compile the application exactly as specified.
27. Make one or more complete copies for the agency files.
28. Meet deadlines; is it a "postmarked by" or "received by" date?
29. Use the mailing service specified in the application instructions.
30. Apply to more than one organization for funding.

Now, congratulate yourself and the team for their hard work on the proposal!

It's challenging to prepare a grant proposal but we're told that it's worth the effort.

One WIC director told us that the best experience her agency had with a small grant was a prenatal smoking awareness campaign. The campaign primarily addressed smoking in their low income population.

However, it also helped build and maintain caseload during normally slower months, reduce prenatal smoking rates, and increase smoking cessation rates. What did she learn? "I learned I can succeed and shouldn't be intimidated by the grant process or paperwork." Would she do it again? "Definitely!"