



422 Cannon House Office Building  
Washington, DC 20515  
(202) 225-5076

District Offices:

61 Columbia Street, 4<sup>th</sup> floor  
Albany, NY 12210  
(518) 465-0700

61 Church Street, room 309  
Amsterdam, NY 12010  
(518) 843-3400

105 Jay Street, room 15  
Schenectady, NY 12305  
(518) 374-4547

## Congressman Paul D. Tonko

### New York's 21<sup>st</sup> Congressional District

**The following suggestions can assist you with the grant-writing process.**

*(Information courtesy of Congressman Paul D. Tonko)*

- Allow sufficient time to prepare a thoroughly documented proposal, well before the application deadline. If possible, have someone outside the organization critique the proposal prior to submission.
- Follow the instructions given in the application form or in other material provided by the agency or foundation. Answer questions as asked.
- Make sure the proposal is clear and brief. Avoid jargon. Take pains to make the proposal interesting. Reviewing panels have limited time to devote to any single proposal. Whenever possible, fit the style of the proposal to the style of the agency or foundation being approached.
- When no form or instructions for submitting grant proposals are provided, the proposal should include the following:
  1. A cover letter on the applicant's letterhead giving a brief description of the purpose and amount of the grant proposal, conveying the applicant's willingness to discuss the proposal in further detail;
  2. A half-page summary that includes identification of the applicant, the reasons for the request, proposed objectives and means to accomplish them, along with the total cost of the project, an indication of funds already obtained, and the amount being requested for this grant;
  3. An introduction in which the history, credentials, and accomplishments of the applicant are presented briefly (supporting documents can be included in an appendix);
  4. A description of current conditions demonstrating the need for the proposed project;
  5. Any letters of support you may have for this specific project;
  6. A statement of the project's objectives in specific, measureable terms;
  7. A description of the methods to be used to accomplish these objectives;
  8. A description of the means by which the project will be monitored and evaluated;
  9. A discussion of plans for continuing the project beyond the period covered by the grant; and
  10. A detailed budget.