

GRANT WRITING TIPS AND STYLE GUIDE

Overall Presentation

- Follow all RFP instructions explicitly.
- Pay close attention to all formatting requirements including margins, font style and size, number of pages allowed.
- Type or word process all forms and narratives.
- If preparing on online application, prepare all elements in Word first for easy cutting and pasting or uploading into the online application form. Remember that most formatting is lost in electronic submissions so avoid charts, tabs, indents, etc.
- Leave some white space for ease of reading.
- Have someone else review for typos, awkward sentences, and clarity of content.
- Allow adequate time in your development timeline for program planning, consultation, getting required signatures, and packaging the proposal.
- If submitting electronically, do so a few days before the deadline to avoid Internet traffic and address any technical issues if they arise.
- Don't bulk up your proposal with appendices or attachments unless required.
- Foundations typically require a number of attachments relating to applicant capacity and budget; attack the list at the start of the development process.

The Proposal Itself

- Answer all questions in the order in which they are asked. Use the same labels for proposal sections that are listed in the RFP.
- Provide effectual data in an easy to read format. Always note the data source.
- Present a clear logistical plan from needs identification through program concept to evaluation/outcomes.
- Provide the requested information; don't add peripheral information. It rarely helps your case.

Budget Tips

- The narrative and budget should be clearly aligned. Anything mentioned in one should also be in the other. No gaps.
- Budget should be reasonable and appropriate for what you are proposing. Be aware of project scope in terms of numbers served and the types of activities provided.
- Be as specific as possible in your budget justification. Use the description, unit cost, quantity, and total cost sentence.

Style Pointers

- Don't use flowery language, jargon or acronyms.
- Use active voice with strong verbs.
- Keep everything simple, organized and easy to read.