TOP TWELVE TIPS FOR GRANTWRITING

1. READ the application and guidelines thoroughly!!!! Start early. Read them again.

2. Do some homework – talk to the grants officer, look at what has been funded in the past, run your potential project by the funder for feedback

3. Decide what your project is all about FIRST. (Don't create a project to fit the grant). Does this fit within your mandate? What are you trying to achieve? Be clear on the objectives.

4. Find out if anyone else is already doing this work. They may be great partners, or they may be competition, but you should know ahead of time.

5. Prepare a realistic budget and timeline. Gather relevant information such as quotes for purchases, staff requirements, evaluation criteria. Include a minimum 10% administration cost.

6. Determine if your organization really has the capacity to take this on (Who will take the lead? Who will manage finances? Who will manage volunteers?). Get board approval to apply.

7. Seek out appropriate partners, and get letters of support in plenty of time.

8. Use the form and format provided by the funder. Give exactly what you are asked to provide, not more, not less.

9. State your case early and state your case clearly. Use a positive, problem-solving tone and approach, minimizing the use of acronyms and jargon.

10. RE-READ the application. Make sure you are able to show that you are the right people to take on this project at this time. Have you met all their requirements?

11. Get someone to carefully read the first draft of your application and then make the corrections. Check the math and the spelling.

12. Send in your application PRIOR TO the deadline!!!! Check to see that it was received.