

Grant writing tips - Free top 10 list

1. Knowing where to look for grants is essential

Knowing where to hunt for grants is the first and most critical step in writing a grant. There are several platforms dedicated specifically to fundraising opportunities, or you can simply do a Google search!

2. Prepare yourself

It takes time and effort to write a grant. As a result, it is critical to be prepared. Knowing who, what, when, where, and why is a wonderful place to start.

Who: To whom are you applying, and for what position are you applying?

What do you require in order to achieve success? (i.e. gather supporting documents)

When is the grant due? Do you think you'll have enough time? It's critical to understand the "when" so that you can devote adequate time to writing a great grant application.

Where do you need to go in order to access the application? Some applications are available online, while others must be sent by mail.

Why: What is your motivation for applying? Is it for operating expenses or a new project?

3. Ensure that you are eligible

When looking for funding options, it's critical to go over your primary areas of interest. The majority of donors publish this information on their websites or in their application guidelines. It's critical to know what the donor is willing to support because the last thing you want to do is waste your own and the donor's time. If you're still not sure after reading the rules, contact the donors and ask if your cause is something they'd be prepared to support.

4. Research Previous Grant Recipients

Previous grant recipients might be researched to learn more about the types of organizations that donors are willing to support. You'll probably be able to see which locations they supported as well. This will also assist you to determine whether your project is original and distinctive, or whether it has been done previously.

5. Read about successful grant applications

Reading successful grant applications will help you hone your skills and understand the type of strategic approach you'll need to be successful. Make a mental note of the language and approach that they employ. Don't forget to check out any past funding that your group has received.

6. Establish a connection

Developing solid relationships with funders and other non-profit organizations can lead to increased visibility and limitless possibilities. This will help the donor to become acquainted with your organization and its goals. However, building a relationship for the right reasons is very important, not only for grant opportunities.

7. Set realistic objectives

We must set realistic goals when applying for funding. When it comes to grant writing, it's critical to set a realistic target for both the money you're asking for and the amount of time it will take you to write the grant. Most funders have a minimum and maximum amount that they are willing to award your cause. Keep this in mind when putting together your budget.

8. Be enthusiastic about your work

It's difficult to write about a cause that you don't care about. Make sure you're supporting and writing about a topic that both you and the donor are passionate about! The tone and language you employ to write the grant will convey your enthusiasm.

9. Examine your work

Grant writing is not a simple work, and while you may be focused on making sure you have included all you need, it is critical to review all you have written. Reading aloud is a fantastic approach to catch any errors you may have made. If you have enough time, you may have someone else read your work as they may catch anything you missed or discover errors. Another great tip you can employ, if your draft is written in a Word document, is you can click on the 'Review' tab and then click 'Read Aloud' and Word will read the document back to you out loud.

10. Submit your application before the deadline!

As you may have gathered, timelines are crucial when completing a grant application. The majority of grants are submitted online, and while the internet/technology can be beneficial, it also has its drawbacks (malfunctions, loss of internet connection etc.). You'll want to make sure that if you run into problems, you'll have enough time to contact everyone you need to in order to complete your application on time.