

GRANTWRITING DOS AND DON'TS

DO:

- I. Read application guidelines, paying special attention to eligibility requirements and program criteria.
- II. Present a clear, concise narrative proposal that provides concrete information about your project. Who, what, when, where, why, how many, how long, and how it will get done
- III. Provide an arithmetically correct budget with realistic expense and income projections.
- IV. Ask a friend to read your proposal and give you feedback before submission.
- V. Meet the deadline: there is no other way to ensure your efforts won't go to waste.

DON'T:

- I. Don't submit a boilerplate text or ignore formatting requirements. Make sure to tailor your proposal to each funder you approach.
- II. Don't overwhelm with too much supporting material. Adhere to page and number limits on submissions and be selective.
- III. Don't overstate your case: make sure you can back up any claims to be "the first," "the best," "the only."
- IV. Don't expect the panelists or reviewers to know you or your work. Provide all of the relevant information they will need to assess your application.
- V. Don't forget to apply to other sources for funding; it's unlikely that one funder can provide a grant that will cover all of your costs.