Lower
Manhattan
Cultural
Council

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

FUNDRAISING FUNDAMENTALS
Grantwriting Basics for Artists

GRANTWRITING DOS AND DON'TS

DO:

1. Read application guidelines, paying special attention to eligibility requirements and program criteria.

2. 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

3. Provide an arithmetically correct budget with realistic expense and income projections.

4. Ask a friend to read your proposal and give you feedback before submission.

5. Meet the deadline: there is no other way to ensure your efforts won't go to waste.

DON'T:

1. Don't submit a boilerplate text or ignore formatting requirements. Make sure to tailor your proposal to each funder you approach.

2. Don't overwhelm with too much supporting material. Adhere to page and number limits on submissions and be selective.

3. Don't overstate your case: make sure you can back up any claims to be "the first," "the best," or "the only."

4. 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.

5. 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.