Grant Applications – Tips and Tricks
Applying for grants can be a difficult task. Here are some Tips and Tricks to help you build a successful application.

✓ Preparing for your application

- Start early!
- Read the grant application thoroughly and then read it AGAIN.
- Review all attachments to the grant.
- Do your homework!
  - What are the funder’s priorities?
  - Is this a recurring grant?
  - What have other (successful) proposals done?
- Review and then follow the grant instructions carefully.
- Call the grant manager if you have questions.
- Assess your needs
  - How could this grant help my stakeholders?
  - What matters to them?
  - How will this grant help?
  - What is your goal with this grant? Why is it a goal?
  - What evidence is there to support your goal?
  - What barriers are there?
    - Do not place blame.
    - Use reliable resources.
    - Explain what eliminating this barrier will do for your stakeholders.
- Prepare your budget.
  - Include all items / costs you are requesting
- If in PDF format – try holding the “Control” and “F” keys to search for:
  - “Points”
  - “Checklist”
  - “Pages”
  - “Conference Call”
  - “Indirect Cost”
  - “Construction”
Writing your application

- Use verbiage from the grant in your proposal.
- Be brief and concise – don’t use words like “might” or “could”.
- Make it personal, tell your story.
- Don’t assume grant readers know anything about your organization or what you are asking for.
- Involve all that may be affected by the grant in your planning.
  - Administration
  - Financial
  - Facilities
- Make goals and evaluating your goals SMART (Specific, Measurable, Attainable, Results-Oriented, and Time Sensitive).

Reviewing your Proposal

- You! – read it out loud (best way to catch mistakes).
- Subject matter expert – someone who is familiar with your operation and what you do.
- Writing / grammatical expert.
- Someone who is not familiar with your operation or what you do.

Resources:

- Child Nutrition Grants webpage
- Grants.gov
- Beta.Sam.gov