

Proposal Writing Tips

It is important to remember some helpful guidelines whenever you are writing a grant proposal. Without these organizational aides, the process of writing about a complex project can become frustrating and burdensome, leading to a proposal that is as difficult to read and evaluate as it was to write it.

Grantwriting Tips:

- Carefully read the program guidelines, usually available on the funder's website, and take note of both the stated and implied criteria that the funder looks for in a worthy proposal. Find all aspects of your project that are reasonably compatible with the funder's priorities and use them to create a theme.

- Outline what is overtly required by the guidelines. Follow this outline to write the text, using distinguishable headers and sub-headers to clarify the various sections of the outline. Try to keep each section to a reasonable length, appropriate to its subject's magnitude in respect to the entire proposal.

- For proposals that do not require that you follow a strict organization dictated by the guidelines, follow this proposal summary:

- I. INTRODUCTION
- II. PROBLEM STATEMENT
- III. PROGRAM GOALS AND OBJECTIVES
- IV. METHODS
- V. EVALUATION
- VI. FUTURE FUNDING
- VII. BUDGET
- VIII. APPENDIX

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- Use a positive voice throughout the text. Impart that you are convinced that the project will be successful in fulfilling the funder's priorities. Use confident words such as "will" instead of "would."

- Use simple language except when technical terms are necessary. Be concise and brief.

- Provide appropriate detail within each line item of your budget. For example, if you are budgeting \$4,000 for student workers, document the number of students and amount each will be paid - Student Workers: 4 X \$1,000 = \$4,000. Explain every line item listed in your budget in a short budget narrative.