

## Tips for Writing Grant Applications

Funders want to fund things that make a difference in people's lives. If you can identify your anticipated results and use these to describe, plan, operate and evaluate your program you will be more successful in obtaining grants.

Acknowledge where you need to get better – why are you asking for the money?

### Identify The Need

Identify the need or problem as faced by your agency's clients.

The problem and the unmet needs are the focal point of the grant proposal.

Agencies do not have needs worthy of funding in and of themselves. Keep the spotlight on the clients.

The problem the agency identifies needs to be directly related to the agency's or program's mission, goals or objectives.

### Components

1. **Define** the community – Geographic, identity, interest
2. **Identify your intended audience** – You must be accountable to clients, community stakeholders, public, funders
3. **Specify** the problem(s) and / or need(s) - Include questions to be answered
4. **Identify resources / collaborations** - Does the community have these skills? Is there an agency with a similar or compatible purpose that your agency could collaborate with?

### Why Proposals Succeed

- Compelling story with examples
- Sound methodology, analysis and project
- Clear measurable outcomes

### Cautions:

- Avoid setting goals outside the scope of the funding agency or your own agency (focus on what you know) - geographically, priority or philosophically
- Ensure the proposal and identified need and outcomes are realistic and within the ability of your agency
- Ensure the proposed project allows for the best use of the agency's funds
- Ensure the application demonstrates fiscal accountability