

## Keys to successful grant writing:

Define your project needs as specifically as possible

Create a likely scenario and set of actions necessary to execute your program

Develop a reasonable budget necessary to support your actions

Research carefully to find a grantor that has funded programs like yours in the past

Work with funding intermediaries, if possible. These are usually local or regional agencies who have funds and/or technical assistance available, if possible

Call the grantor to explain your program and to verify their interest in funding it

Obtain the grant application and read through it carefully

Assign sections of the application to appropriate specialists

Ask questions of grantor resource people. No question is inappropriate.

Make sure every question is understood and fully answered. Do not embellish your responses.

Review the application with experienced grant writers if they are available

Attend grant workshops if available

If the grantor is a public institution, obtain support from your local legislators and political leaders.

Follow all directions for submitting the grant application documents

Consider delivering the grant application documents personally

If you fail to receive funding, try to determine the cause

If you fail to receive funding, and you continue to believe that you have applied to the appropriate grantor, try again for the next grant period, and continue to search for other sources.

If you receive funding, be sure to follow all monitoring and evaluation guidelines to insure renewal of funding, if available.