

Grant Tips

1. Time management
 - a. Constant practice and researching
 - b. Keep a notebook
 - c. Every day (15 minutes), write info in that notebook than can be used for any grant you might apply for
2. Parts of a grant
 - a. Summary – highlight what makes your project stand out (what makes it unique?)
 - b. Goals – have focused, achievable goals and expectations
 - c. Timeline – is it realistic, pre-planning, implementation and assessment
 - d. Budget – clearly state what you are going to spend your money on
 - e. Evaluation – how will you measure success? How will you continue when funding is gone?
3. Constant process
 - a. Tell your story in the grant application; make your reader want to keep reading
 - b. If applying for a large grant, find a contact at the organization where you are applying. Use that person's name when you send in your proposal.
 - c. Use resources online and at the State Library to keep up your grant writing skills