



## Tips for Writing a Grant Proposal

- Thoroughly read the grant proposal. Be sure you understand the requirements, deadlines and evaluation of the grant
- Read successful proposals. Find out if you can have access to proposals that have been funded by the prospective funder.
- Demonstrate need. Funders want to see data that clearly demonstrates that you need their money and why you need it.
- Use the funder's language. Use the same terms in the grant proposal that the grantor uses.
- Be meticulous. Follow the guidelines exactly. Double check everything to match the guidelines.
- Be concise. Answer the questions in a clear and concise manner.
- Name your idea. Be creative. Giving your project a name or theme sets the tone for the proposal.
- Create measurable outcomes. You must be able to show that you will be able to provide a sound and data-driven evaluation of your project, one that clearly communicates the impact of the project.
- Do a literature review. Demonstrate the research behind your project. Show you know this is a worthy project.
- Know the district/school demographics. Solid demographic data can support your need.
- Consult others. Use the district grant office to help you write a persuasive proposal.