



Allegany  
Franciscan  
Ministries

## Grant-Writing Tips

- Start early!
- Submit your proposal BEFORE the deadline – allowing for unexpected personal or business challenges as well as delivery difficulties
- “Know” the funder...do your homework...understand what interests the funder
- Read through all materials before beginning to write
- If the proposal requirements are complex or extensive, make a checklist or workplan for yourself
- Work with a team ... get folks involved in the project together ... talk it through
- Ask questions
- Follow directions carefully (submission and formatting details such as page numbers and margin size as well as content)
- Be positive, proactive, and realistic!
- Follow the “4 C’s” – be clear, consistent, concise and creative!
- Avoid acronyms and “lingo”
- If you experience “writer’s block” or find yourself continually rewriting a section of the narrative, stop working on the proposal and go clear your mind – take a walk or work on a completely different project for awhile before coming back to the proposal
- Have someone who wasn’t involved in preparing the proposal, or who isn’t familiar with your organization and/or program, read the application before you submit it

*We hope you will find these tips useful whether developing a proposal for Allegany Franciscan Ministries or any other funder. The term “proposal” above refers to any kind of application, RFP, funding request, etc.*