Grant-Writing Tips

- Start early!

- Submit your proposal BEFORE the deadline – allow for unexpected personal or business challenges as well as delivery or technology 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 (most funders want to hear from you and answer your questions, so that you can submit the best possible proposal).

- 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.