

# GRANT WRITING CHEAT SHEET

- Do your research. Before you start writing your grant proposal, it's important to do your research and understand the funder's priorities. What are they looking for in a grantee? What are their funding guidelines?
- Write a strong cover letter. The cover letter is your first chance to make a good impression on the funder. Be sure to highlight the key points of your proposal and explain why your project is a good fit for the funder's interests.
- Tailor your proposal to the funder. Don't just send out the same proposal to every funder. Take the time to tailor your proposal to the specific funder's interests and priorities.
- Be clear and concise. The funder is busy, so they don't have time to read through a long, rambling proposal. Be clear and concise in your writing.
- Use data and evidence to support your claims. Don't just tell the funder that your project is a good idea. Back up your claims with data and evidence.
- Proofread carefully. Before you submit your proposal, be sure to proofread it carefully for any errors. A poorly-written proposal will reflect poorly on your organization.

## TIPS FOR A WINNING PROPOSAL

- Start early. Grant proposals can take a lot of time to write, so it's important to start early. Don't wait until the last minute to start writing your proposal.
- Get help. If you're not sure how to write a grant proposal, don't be afraid to get help. There are many resources available to help you, such as grant writing workshops, templates, and software.
- Don't give up. The grant writing process can be long and frustrating, but don't give up. If you keep at it, you'll eventually be successful in securing funding for your project.



**BOOK A FREE 20 MINUTE CHAT ON  
GRANTPURPOSE.COM**



[info@grantpurpose.com](mailto:info@grantpurpose.com)



[www.grantpurpose.com](http://www.grantpurpose.com)