

### **Suggestions to Keep in Mind in Preparing Grants**

- When explicit application guidelines are published by the foundation, carefully follow the instructions. If outlines or a series of questions are provided, follow the indicated order, answer each section, and avoid evasive language.
- Use declarative rather than conditional verbs. Avoid the words *if*, *could*, and *might*. Instead, boldly declare that the gift *will* create a positive outcome.
- Document the “need” or “problem” on multiple levels. If space allows, provide a recent national statistic with the source identified by name or title and date. Next provide a statistic related to your geographic region or town. Finally, summarize internal data to show how many participants are helped or services are provided by your organization. Thinking ahead, your organization should develop a system for documenting unmet needs, such as the number of monthly referrals that must be turned away due to current facility limitations. (However, do not make the problem sound insurmountable.)
- Check for consistency between the project description, personnel, budget narration, and budget line items. There must be a clear relationship and explanation between these factors.
- For proposals over five pages, a table of contents is normally recommended. If you include extensive tables, graphs, or attachments, these items should also be listed with page numbers.
- Checklist for Proposal objectives
  - Specific
  - Measurable (led with action verb)
  - Achievable in terms of time
  - Achievable realistically for the proposer’s capabilities
  - Compatible with current activities
  - Compatible with future projects