

GRANT APPLICATION TIPS



A resource for positioning your project for success

April/2025



CONNECT WITH THE GRANT ADMINISTRATOR

- **Start conversations early.** Funders can help you identify which parts of your project align with their funding priorities, ensuring that effort is not wasted on an application that is not a good fit. Attend information sessions, and if possible, book a meeting with a grant advisor. Not all funds will have a dedicated outreach team, but by reaching out via email, you can gauge the level of support available and confirm if everyone else is working with the same limitations.
- **Determine an appropriate funding ask.** Understand what is a reasonable funding request based on the total funding available and the competitiveness of the program. While it is ideal to request full funding, discuss with the grant administrator whether a scaled-down version of your project might be more suitable. Be clear about your willingness to adapt the scope if necessary.
- **Treat the funder as a partner in the project.** View the funding relationship as a partnership; you are helping the fund to achieve its goal as well. Keep the funder up to date on progress or invite them to see the project. Building a relationship increases the likelihood of receiving their support for future projects. Additionally, meet all reporting requirements on time to maintain credibility and trust.



PARTNERS & SUPPORTING DOCUMENTS

- **Demonstrate strong connections with community partners.** Engage partners or key communities early in the process. Include letters of support with your application to strengthen its credibility. If your project serves equity-deserving groups, be specific and genuine about how you plan to support them, showing a clear understanding of their needs.
- **Prepare proper supporting documents.** Before applying for major funding, ensure you have completed essential preparatory work like planning, feasibility studies, and preliminary designs. Provide well-documented plans, confirmed quotes, and clear timelines. Leverage smaller funding opportunities to cover these planning stages if needed.

GRANT WRITING ESSENTIALS



- **Write with clarity.** Prioritize clear, concise writing. Begin with simple, jargon-free overviews to ensure non-experts can easily understand your project. Then, provide technical details at the appropriate stage to address the key points an expert reviewer would expect.
- **Demonstrate the impact and alignment.** Have clear, measurable outcomes that align with the key outcomes of the funding opportunity. Express the overall significance of the project to your organization, community, and beyond. If relevant, discuss knowledge transfer and replication potential—how your project can serve as a model for others and amplify its benefits.
- **Focus on the budget and work plan.** Your budget and work plan are critical to telling the story of your project. Ensure timelines, milestones, and key components are realistic and logically connected. Address the fund's contingency cost approach, accounting for potential unexpected expenses.