

Help for Beginning Grant Writers

Make Your Life Easier with These Suggestions



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Establish a timeline for working on your proposal.

- Read ALL of the instructions for submitting a proposal carefully before you start preparing the proposal.
- Start with the date that the proposal must be in the hands of the funding source.
- Plan to have the proposal **DONE and READY TO MAIL ONE WEEK BEFORE THE DEADLINE.**
- Set dates for each piece of the proposal to be complete (case statement, budget, evaluation, etc.)
- Do others have to contribute something to the proposal? Meet with them to establish reasonable deadlines for their parts of the proposal.

Necessary Support Documents to Keep in a File

- Most recent audit
- Current budget and financial statement
- List of board members and their affiliations
- Organizational history/timeline
- IRS determination letter of 501 (c) (3) status

What You MUST Do

- Follow all guidelines.
- Submit your proposal before the deadline.
- Check spelling and grammar and use plain language.
- Promise only what you can deliver.
- Check your addition on your budget; numbers must add up correctly.
- If you quote statistics, list the source.

Follow Up After You ARE AWARDED the grant

- Write a thank you note.
- Use the funds **EXACTLY** as you said you would.
- Notify the funder of any changes in the project (i.e. personnel changes, changes in cost)
- Invite the funder for a site visit.
- Collect evaluation information along the way; don't wait until the end of the project.
- Submit your report on time.

Follow Up After You ARE NOT AWARDED the grant

- Thank the funder for the opportunity to apply.
- Learn what you can about why the project was not funded
 - Didn't fit funding priorities of the funder
 - Didn't follow the proposal submission guidelines
 - Received many worthy proposals
 - Concerns about financials
 - Mistakes in the proposal

Indiana Nonprofit Resource Network (INRN) is a regionally-based service delivered on behalf of Indiana United Ways. We provide affordable, accessible, and high quality training and custom consulting services such as board retreats to any Indiana nonprofit organization. For more information, visit <http://www.inrn.org> or our Facebook page at <http://www.facebook.com/NonprofitTraining>, or sign up for our e-mail list at http://www.inrn.org/contact/join_mailing_list.aspx.

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