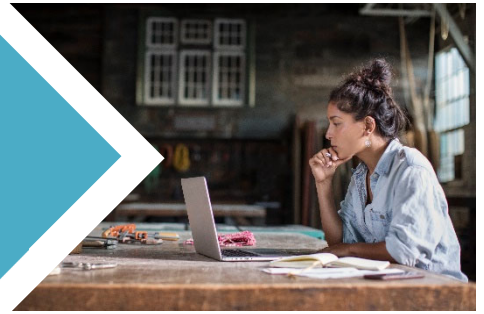# Telling Your Organization's Story

Writing a grant proposal that tells who you are, what you want to do, and demonstrates how you will be successful.

10 Tips for Writing Successful Grant Applications

1	Read the Notice of Funding Availability (NOFA), Grant Conditions, Special Grant Conditions, and application instructions in their entirety and follow them. Make sure you are aware of ALL deadlines and submission requirements.
2	Know what the problem is that you are trying to address, and its scope. Don't try to fix the whole world.
3	Present a logical solution to the problem. • <u>What</u> are you going to do? • <u>Who</u> is going to benefit? • <u>When</u> is the work going to happen? • <u>Why</u> is it essential that the problem needs to be solved?
4	Make it clear that you and your staff know what you're doing. Present a clear outline of who will be doing the work and highlight the skills and experience of your staff and leadership.
5	If you are requesting renewal funds, clearly state what has been accomplished already and why continued funding is needed.
6	Develop clear goals and measurable outcomes that, if accomplished, will provide evidence of the success of your work.
7	Set a realistic timeline for what you can accomplish in the proposed grant period.
8	Make sure the budget and the proposal narrative are aligned. The budget should use the same words used in the narrative.
9	Be responsive to all the questions that are asked. If a question feels repetitive, assume the funder is looking for similar information from a different angle.
10	Have someone not familiar with the project read your application before you submit it to make sure it makes sense.