

Grant Writing Tips for Organizations

PREPARE

- **Start early.** Give yourself a month or more. Do not wait until the last week before the application is due. You may not be putting your best foot forward if you are rushed.
- **Do your homework.** Read the guidelines and application form - especially the review criteria - before you begin work. Even if you are a returning applicant, changes to the guidelines and application may be introduced each year.
- **Call or Email.** If you have questions, contact the appropriate program staff member by using the “Notes” function within your application in smARTDE.

WRITE

- **Organize your thoughts.** Make notes to help you address each question within the allotted number of words.
- **Write clearly.** Address the questions/criteria in a clear, straightforward manner. Writing should be concise - eliminate wordiness and avoid repetition...less really can be more!
- **Be honest.** Be careful with superlatives. If you say that your organization or project is “the best” at something, it would be wise to include documentation to support that statement.
- **Don’t assume anything.** Write your application for a reviewer who does not know you, your organization, or its history. Do not assume that the panel is familiar with your organization or project, even if it is fairly large or well known.
- **Do not whine.** Rather than complaining about a difficult situation, instead explain how your challenges will be met with a positive plan for moving forward.
- **Provide enough information.** Answer all questions thoroughly. Incomplete information can jeopardize the review of your application.
- **Include examples.** While your answers should present facts, they should also tell a compelling story about your organization and its good work. Use real-life examples to illustrate the results of your work or the changes you have made as a result of program evaluation.

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REVIEW

- **Revise and edit.** Once you have completed the narrative questions, put them away. Read them later....better yet, give them to someone else to read. Ask that person if you have addressed the questions and review criteria completely and clearly.
- **Proofread.** Although panelists do try to overlook typos, grammar, and spelling errors, it can be distracting. Have someone help with proofreading.

Before Uploading All Materials To [smARTDE](#):

- **Gather and all documents.** All supporting documents that will be uploaded should be kept in a separate folder on your computer so that you can go back to them at a later date if needed.
- **Check your support materials.** If submitting images or URL addresses, make sure they open properly. For URL's you must include the entire address, starting with "http..." Make sure any video or audio sample plays properly.
- **Submit only what is requested.** Extra materials or attachments other than what is requested will be removed prior to the panel review.
- **Make a checklist.** Review your application to be sure you have all components.