

Grant Writing Tips

1. Make sure your ministry/program adheres to 100% of grant requirements.
2. When it comes to applying for grants, it is always the responsibility of the applying organization to insure that everything is complete and on time.
3. Your writing should be clear and concise. Do not provide more than what is requested. Answer the questions in a direct manner. Make sure your grammar is correct.
4. Goals must be measurable. Some good examples from 2009 applications include:
 - a. In 2009 we will complete the renovation and sale of the 14 vacant blighted houses we acquired in 2008. Construction of 24 townhouses will be completed in 2009.
 - b. We will serve meals four days per week in partnership with other UM congregations. This year we will serve 26,000 meals.
 - c. 48 children will be involved in the Learning Club program this year and 75% of them will achieve progress to their class level in reading and math.
 - d. GED classes will reach of minimum of 15 people daily.
5. Make prior arrangements with other people from whom you are required to obtain signatures, letters of support, etc. It is always your responsibility to make sure everything is complete, accurate and on time. Plan ahead of time to meet all the deadlines.
6. Follow all directions. An application will not be considered if the application is incomplete, late or poorly written.
7. Have a person not familiar with the grant proof read your application for clarity. This person should be someone willing to be critical. The goal is to write the strongest and clearest application possible. You will also want your application proofed to insure correct grammar and spelling throughout.
8. When you write about your ministry, avoid adjectives like “great”, “wonderful”, “one of a kind” when describing your ministry. You need to prove that your program is those things. Results will prove greatness--adjectives do not.
9. Suggestions for getting a strong letter of support for your application.
 - a. Talk with the person who will be writing the letter. Make sure he/she understands the nature of the grant. Their letter should address from their perspective how your organization/ministry/program fulfills the requirements of the grant with excellence.
 - b. Support letters should reveal how working together in a mutual way enhances the ministry/work of both partners. How does your program impact the people they serve?
 - c. Don't be afraid to ask to see a draft of the letter of support. If it is not a strong letter of support, consider asking another community partner. The goal is to receive the strongest letter possible.
 - d. You may wish to solicit more than 1 letter of community support so that you can send the strongest letter. This will also position you for future grants that may require more than 1 letter of support.
10. Make sure everything is turned in by the deadline. This may mean following up with your district office and the person whom you asked to write your letter of support. Take the initiative to make sure you have everything in a timely manner.