



Grantwriting ABCs



Applicant's Perspective

Not So Fun News

- Fundraising is a year-round activity
- Waiting to the last minute spells disaster

First Steps

- Know your constituency's priorities at all times
- Use their priority list to develop project ideas list
- Flesh out the top project ideas

When you receive the RFP...

- Read the solicitation thoroughly
- Make special note of
 - Deadlines
 - Eligibility requirements
 - Other requirements

Next Steps

- Divide tasks
- Write first draft of text
- Have someone read it
- Read solicitation again

Steps Continued

- Revise text
- Have someone else read it
- Contact partners for letters of support
- Develop first draft of budget
- Have someone else read it

More Steps

- Prepare other submission requirements besides text, budget, and financial forms
- Revise text
- Revise budget
- Read solicitation one last time

And More Steps

- Make last minute changes and finalize text and budget
- Follow up all letters of support
- Fill out financial forms
- Package and mail the proposal
- Confirm receipt of package

Last Steps

- If you receive grant, submit additional information and add project dates to calendar
- If rejected, ask for scoring sheets and review for next round
- Begin process all over again

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