

My 4-Part Grant Writing Process

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INVESTIGATION

When applying for a grant, it is always best to start with an examination of the organization and the RFP (request for proposal). Things to pay attention to:

- Organization's website
 - o About Us page
 - Mission statement
 - Personality
 - o Past funding
 - Who have they given grants to in the past?
 - Can you detect a pattern?
- RFP
 - o Did they post applications/instructions or tips? FOLLOW THEM.
 - o Look for clues in language.
 - Do they sound more academic?
 - Do they use more "plain language"?
 - Match your language to theirs.

PREPARATION

- Keep notes: as you examine the above, make notes to yourself about things you might want to touch on/avoid/etc. Also note:
 - o Key words and phrases they use (goals, mission, outcomes, etc)
 - o Instructions you may forget (specific margins, word counts, etc)
 - o Refer back to your notes as you write
- Gather your materials: *This keeps you from having to continually track things down.*
 - o Previous grant language
 - o Project/org descriptions
 - o Budget
 - o Any other necessary details

WRITING

- Write first; edit later
- Keep your audience in mind
- Refer to your notes!

EDITING

- Re-read the RFP and then re-read your proposal
 - o Does your proposal seem to fit?
- Double-check spelling, grammar, etc.
- Re-word choppy phrases, run-on sentences, etc.
- Have another person read it for you

