



TIPS FOR DEVELOPING YOUR GRANT APPLICATION

- 4 **Form a grant writing team.** One individual should not be burdened with developing the entire application; however, it is wise to have a coordinator who is responsible for overseeing application development and ensuring application submission.
- 4 **Develop a timeline for application development.** Start by determining a date at least two days prior to the application deadline and work backwards, assigning tasks with corresponding deadlines that will move you toward the end date.
- 4 **Be responsive to the solicitation and strictly follow the solicitation procedures.** You may want to expand beyond the required criteria, but it is essential to address each and every selection criterion outlined in the solicitation.
- 4 **Write as if the reader knows nothing about your project.** Do not assume the individual reviewing the application knows details about your project. The reviewer will score your application based solely on what is written in the proposal.
- 4 **Use logic in designing your project.** For example, data that demonstrate the need for the project should drive the project design. The project design should include goals and objectives that will address the identified need(s). Selected programs and strategies should move you toward meeting project goals and objectives. Project evaluation should measure whether you have achieved your goals and objectives. All components of the proposed project should be logically linked.
- 4 **Goals and objectives should be clear, realistic and measurable.**
Example of long-term goal: By May 2005, underage drinking among secondary school students will be reduced by 15% as measured by the ABC student survey. (Note: The ABC student survey is fictitious.)
Example of short-term objective: By May 2003, the perception of harm associated with underage drinking among secondary school students will be increased by 10% as measured by the ABC student survey.
- 4 **Check the budget closely for accuracy and correctness.** Make sure numbers add up correctly and that the budget narrative justifies and explains proposed expenditures.
- 4 **Have an objective individual review the application for clarity.** It is easy to get too close to an application after you have spent weeks working on it. Ask a reliable, impartial individual to read the final draft of the application reviewing for clarity, readability and responsiveness. Be sure to allow enough time to make revisions as necessary.
- 4 **Be sure to complete the application checklist, if included in the solicitation.** The application checklist is frequently a component of many solicitations and will be useful in developing your application. In most cases, you must also submit the completed checklist with your application.
- 4 **Remember the "Six C's."** Be sure your application is clear, concise, convincing, compelling, concrete and correct.

— **Good Luck!** —

