

GRANT WRITING TIPS

- 1 Write what you know. Writing is the culmination of your thinking, so it represents you when you are not there to represent yourself. While writing and speaking are not identical, they should be related. Use your own thoughts and words to convey your understanding, perspective, and proposal to grant evaluators.
- 2 A grant application is an intellectual road trip. You start in one place, move through interesting areas, stop for a while to look at an idea, and then ultimately arrive at your destination. Just as you would plan a trip that makes sense, order your words and ideas on the page in ways that make sense to a grant evaluator.
- 3 Avoid abbreviations, jargon, and clichés.
- 4 Do not overstate.
- 5 Use short sentences and be concise. Do not use three words when one will do!
- 6 Use your spell checker to avoid misspellings and to catch typographical errors.
- 7 Use active – not passive – voice. Your communication of the value of intended action will be stronger if your words support action.
- 8 Revise! Revise! Revise! Reread your application several times, both silently and aloud. Edit your work accordingly to eliminate repetition, clean up errors, ensure the value of each sentence, and validate the logical flow of your proposal.

Grant etiquette dictates that you should thoroughly read and follow the grant directions. If you do not understand the directions or the requirements in the grant, reach out for clarification before submitting your application!

