Vernier

10 Tips for Writing Your Best Grant Proposal

The process of applying for grants may be daunting, but getting your proposal funded means you get the tools and resources you need to help your students thrive. To get you started, we've compiled a list of tips for successful grant writing. We hope these help and wish you best of luck in writing your grants!

1. **Stick to the facts.**
Avoid abstract ideas or generalities about the state of education—there's more power sticking to factual, specific details about your case.

2. **Communicate effectively.**
Beware of jargon and language specific to your field. You don't know the background of the proposal readers; therefore, it is best to write with precision and common language.

3. **Do your homework.**
Take the necessary time to get to know your funder and their guidelines.

4. **Use the right format.**
Make sure you carefully follow any provided format guidelines.

5. **Begin with a summary.**
This brief summary should distill the nature of your request so that your readers have a clear vision of what you need as they review the rest of your proposal.

6. **Be Realistic.**
Do not ask for more than you need. Make sure your figures are correct and keep records of how those figures were calculated.

7. **Check your materials carefully.**
Many strong grant proposals have been denied simply because they were missing materials. Make sure your application is complete.

8. **Take your time.**
Thoughtful, well-written proposals are received far better than hurried ones. Give yourself time to write.

9. **Read the instructions, then read them again.**
Carefully review the instructions a few times to ensure that your grant follows guidelines.

10. **Be on time.**
Like so many things, punctuality in grant writing is key to success. Write the grant deadline on whiteboards, in calendars, and on sticky notes posted around your office to ensure the deadline is at top of mind.

For more tips, be sure to check out our full grant writing guide. It is packed with best practices, ideas for getting started, and helpful resources.

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