Grant-Writing Tips

Budget
- Estimate expenses with as much specificity as possible
- Estimate anticipated revenues – and include the EC grant!
- Does it make sense – can the reader move from the narrative to the budget easily?
- Does it add up correctly? *Remember that Income and Expenses must balance!*

General Tips
- The entire grant application should flow from one piece to the next
- Balance emotional and factual
- Avoid jargon, be succinct
- Spell out acronyms and explain references to other programs and agencies

Developing the Grant Proposal
- What is the money for?
- What is your mission? Does it fit the mission of the funder?
- Our Mission: Episcopal Charities, the outreach arm of the Diocese of New York, provides funding and support to parish-based programs serving children and adults in need on a non-sectarian basis.
- Can we achieve the mission?
- What clues can you gather as to the bias of the funder? (hint: EC is biased toward programs that change lives, demonstrate community and diocesan collaboration, and show strong congregational connection.)

Application Narrative
- Keep it short!
- Answer the questions!
- Establish credibility!
- Is the program fiscally secure?
- Is the program well managed?
- Is the program demonstrably connected to the sponsoring congregation?
- Does the program provide important services that significantly change the lives of those served?
- Is the program respected in the community?
- Clear connection to your mission
- Focus not on organizational needs but client needs
- Describe and document
- Make sure this need is one you can meet
- Clear, compelling language – active verbs, emotional language

Evaluation - Defining Clear Goals & Objectives

- Goals are broad-based statement of the ultimate result – sometimes unreachable in the short term. Note the word "measurable."
- Be realistic
- Objectives as defined in our application are concrete methods to reach the goals articulated
  - How will you go about achieving your desired results?
  - What are you going to do?
  - Who is going to do it?
  - With whom is it going to be done?
  - Where is it going to take place?
  - With what resources?
  - Within what time-frame?

Putting it Together

- Follow the guidelines!
- Send what is asked for – nothing more.
- Neat, clean, professional - without being showy.
- If at all possible, allow time for review of the application – by the granter (if offered) or by trusted colleagues.
- Allow adequate time to copy and deliver the application.

Grants Management

- Say Thank you…you now have an "in" — use it!
- File all required reports…but also celebrate successes with funders – they want to look good.
- Coordinate publicity with funder

If you're not funded…request feedback

- What would have made it a stronger proposal?
- Did anything in particular raise questions in the review process?