

Writing it Right! Effective Grant Writing Techniques
Provided by the Centralina Clean Fuels Coalition

General Tips on Grant Writing

- ❖ Know what you want - have ideas that build on your organization's strengths, opportunities and values and ensure that these can be clearly articulated to others.
- ❖ Look for opportunity when your ideas are matched by grants (government or foundation)—put another way, don't go after a grant "just because"; make sure that this funding can be put to good use supporting the goals and mission of your organization.
- ❖ Seek out and develop relationships and partners.
- ❖ Read through the proposal and identify what it is asking for - realize that there can be difficult language in the proposal that may require additional legwork on your part before you understand.
- ❖ Give 'em what they want in the manner/order they want it - don't create your own format—this includes being aware of page limits.
- ❖ Say what you are going to do as simply and straight-forward as possible - use succinct writing and curb flowery language.
- ❖ If you plan to use specific technology or equipment as part of your project, make sure that is has been verified or approved by a recognized body for that purpose (E.g.-EPA verified technology and equipment for pollution reduction).
- ❖ Look for creative cost-share opportunities.
- ❖ Be opportunistic in applying for and using funding (where eligible)- killing two birds with one stone, addressing as many issues as possible (Note: matching federal \$ with other federal \$ is generally not acceptable)
- ❖ Know your audience—is there a specific person or body that will review the applications? If so, what (is) are their backgrounds (e.g.- Technical vs. General? Experts in grant topic area?)

(Over: For Grant Writing Checklist)

A “Checklist” To Help You Progress Through The Grant Writing Process

Does my project fit?

- Who is eligible to apply for this grant?
- Do my organization’s mission and goal(s) match the grant? Does this grant help achieve our goals?
- Do I have clarity about the project I’d like to propose be funded?
- Are the grant funds enough to do what is needed (i.e. can they cover administrative needs)?

Does my project qualify?

- Have I taken all the preliminary steps necessary?
- Does our timing work with grant timing?
- Will my project score high and be competitive?
- Do I have the capacity to manage funds, comply with reporting requirements?
- Is my project’s outcome measurable?
- Can I meet minimum match requirements? Do we have needed match?
- Is an in-kind match okay?
- Do my demographics match those targeted (if any) by the grant?
- Do I fit into the geographic, social and economic conditions required by the grant?
- Are there similar projects in my community? Is my project unique?

Do I have all the right pieces in the correct format?

- Did I follow the directions?
 - Are all the questions answered in the correct order?
 - Have I filled in all the blanks?
 - TIP: Be sure to start the grant-writing process early and allow yourself (or even better, an impartial 3rd party volunteer) plenty of time for proofreading!
- Be sure you’re clear about the order of required materials/pages.
 - Do I have the right data to make my case?
 - Have I met the correct number of pages?
- Are all project stakeholders identified and committed?
 - Are all endorsements included?
 - Are all pieces included from partners?

How will I show success?

- Do I understand what results the grant program is seeking?
- Have I envisioned and developed both outcomes and outputs up front?
 - Don’t over-promise.
- Do I have a plan in place to measure results?
 - Develop indicators, milestones, deliverables that are concrete and quantifiable. Be sure project goals are reasonable.