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## Good Grant Writing Advice<sup>1</sup>

A Top Ten list of recommendations from private and community foundations in Indiana (heard at "Meet the Funder" events hosted by the Indiana Youth Institute across the Hoosier State):

- 1) **Do your homework** on the foundation using the foundation's Web site and annual report.
- 2) But **don't chase dollars** based on what you learn. Foundations will see right through this. Instead, apply only for grants that support your mission. **Stick to your mission!**
- 3) In your grant proposal, **articulate the problem** and **how you will try to solve** (or at least reduce) the problem. **Do not over-promise**. Be realistic.
- 4) Explain how you will **know when you are successful**. That means include an **evaluation plan**.
- 5) Keep the proposal **clear, simple and concise**.
- 6) **Do not write a generic proposal** that then is mass produced for multiple foundations. Tailor each proposal to the **specific interests of each foundation**.
- 7) Do not go to a foundation **too late**, with an urgent need or as a **last resort**.
- 8) Foundations do not want to be the **Lone Ranger**. The more **broad-based financial support** you can demonstrate, the more you are demonstrating **sustainability** to the foundation.
- 9) The accompanying **budget needs to be detailed** and include a **written justification**. Do not submit **general estimates**. Don't ask for more than you need, thinking you will receive less.
- 10) After receiving the grant, be sure to **send a "thank you"** letter which acknowledges receipt of grant funds. **Submit an accurate grant report** and an **accurate financial report** by the foundation's deadline. **Good grant management** strengthens your reputation among funders.

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<sup>1</sup> April 2, 2007, IYI Weekly Update, [www.iyi.org](http://www.iyi.org)