



Grant Writing Tips

Grant evaluators need all the information that you can provide. They are looking for clear, concise information that describes the project in detail: who, where, when and how much it will cost. Below are some of the questions they ask in a grants review:

Project Description

- What is the project? Clearly state how the funds received from this grant will be spent.
- Where will the project take place? When you plan to do it? Be sure to give projected dates, times, and locations for the event.
- Do you need to submit a letter from your venue confirming your project date and time with your grant materials?
- How many people are involved and how many do you anticipate will be served?
- What makes this project unique?
- Can you demonstrate community support for the project?
- If targeted participants include an undeserved population, then how will these participants be selected? State your selection criteria.
- How will you reach your intended audience? What are your plans for promotion and outreach?

Planning

- Who is involved in the planning process for this project (list specific names, organizations and what they contribute to the project).
- Who is responsible for overseeing the project? (Include resumes with the proposal)
- Does the community it will serve support this project?
- If targeted participants involve an underserved population, then how will these participants be selected? (state your selection criteria)

Funding

- Detailed Budget: Include all out of pocket costs and in-kind donations (i.e. free use of space or donated services) in your budget statement. Include all expenses including space rental, project supplies and fees.
- Do you have matching funds for the project? (This is sometimes required by the granting source.) Grant committees look kindly upon those that are not solely dependent on their funds.
- If the project is only partially funded, can it be modified and completed successfully?

Evaluation

- How will you know if the project has successfully accomplished its goal? State how you plan to evaluate the project (i.e. audience survey, attendance, evaluations).