

# GRANT WRITING 101

EXCERPTS FROM A PRESENTATION WITH SHELLEY THOEN- CHAYKOSKI

**Grant writing is many things- challenging, confusing, frustrating and competitive.**

**It's rarely described as easy, fun or simple.**

**Keep these ten tips in mind next time you decide to apply.**

**Be sure to connect with a Prairie Central District Consultant to help you on your grant writing journey.**

## Know your own organization.

Understand and believe in your mission, vision and values- promote them in your application. What are your goals and outcomes. Know the impact you wish to make. What solutions are you trying to solve. What is the positive impact you are looking for. Funders don't want problems, they want solutions.



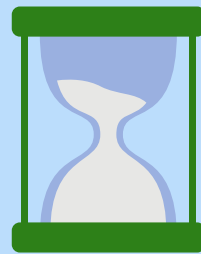
## Fill Your Briefcase.

Research the Funder organization. Read, and re-read the application. Does your organization fit with the funders goals? Do your homework. Talk to the administrator and be sure that you are eligible and that you do in fact qualify.



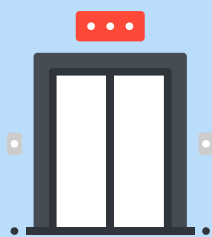
## Take your time and plan ahead.

When is the application due, do you have adequate time and support to apply with a quality application. In many circumstances the allocated funds must be used in a certain time period- will this fit your end goal? Grants can not be written in a day.



## What is your Elevator Pitch

Is your application compelling, captivating and concise. You cannot assume that funders/ adjudicators know your story and can fill in the blanks. Be sure all answers are crisp and complete. Applications that are too wordy, sound suspicious, or have questions left unanswered, set off red flags.



## Balance Your Budget.

Expenses= Revenues

Read the fine print, see if there are specific instructions regarding volunteer time or donated goods/ services follow their rules on how to report them. If there is space for a budget narrative, use it. Ensure that all expenses listed are eligible. Ensure you are correct on your estimates.



## Be prepared. Be professional.

Have a well packaged grant application. Complete with supporting documents and estimates/quotes. Look for local help and expertise (spelling, grammar, finance.) Have someone un-familiar with the application review it before you submit it to make sure they understand. Send in only what they are asking for.



## Create a plan for follow up.

Indicate a date you plan on submitting the follow up / report and provide a project evaluation plan detailing how you plan to evaluate the programs successes. Ensure your plan includes public recognition if required. Everyone deserves a thank you, the more personal you can make it the better. Ensure participants know where the funding came from and suggest that they too send their thanks. Create a memorable experience for all involved.



## Keep your promises.

Deliver what you promised and follow your plan. If things change be sure to check in with the funder before modifying anything. Be sure to use all the funds you asked for. If not- be prepared to return them. Keep receipts for everything. Take photos and file them virtually and in organized files. You will need them for your follow up report.

## Accept denial.

Learn from your experience. Do not feel entitled to the money. Grant writing is competitive and funds are limited. If you were not successful reach out to the funder and see if there was something that you did not have, or something that they were looking for. Be sure to listen. You can always apply again, or potentially in a different stream from the same organization. Be humble about winning and losing.

## Go for it!

If you don't apply, you won't get the money. Put yourself out there and try. This does not mean use blanket applications and send to every source possible, but do your research and apply to those that fit.

