

7 Tips for Writing Winning Grant Proposals

When it comes to writing grant proposals, the goal is clear: to get your program funded. However, the path to get there can sometimes feel confusing.

Trying to figure out where to get started, how much information to include, or how to frame your narrative can quickly become overwhelming. Because getting funded depends on many factors, most of which are at the discretion of the funding organization, writers may wonder, “How can I create a strong proposal, increasing my chances of being funded?” To help, we’ve created a list of seven tips for writing winning grant proposals.

- 1 Make sure your school, district, or organization is eligible for the grant you are applying for.**
Fundors’ guidelines and priorities should make it easy to understand what kinds of organizations they are looking to fund during a particular grant cycle. Paying close attention to these criteria and making sure your school, district, or program meets the requirements is key to accessing grant funds.
- 2 Be succinct yet convincing as you make your case for the program.**
Fundors want to know what makes your school, district, or program unique. What are the key differentiators of your program? Your grant proposal is an ideal opportunity to highlight those differentiators, tell the story of your program, and establish why your program is a strong contender for the grant.
- 3 Look at the scoring rubrics to help you tailor your proposal (if they are available).**
Some fundors will provide a rubric detailing how each proposal will be scored. If that is available for the grant you are applying for, read the rubric carefully before you begin writing your grant proposal. This ensures you do not miss any of the key requirements the funder is looking for. Additionally, the rubric can help you create an outline for your grant proposal and help organize your writing.

4 Plan ahead and submit early.

Be sure to give yourself plenty of time to plan, write, review, edit, and submit your grant proposal. While some funders may not open their submission portal until the exact day the proposal is due (this applies to grants that are submitted online), a good number of funders will open their submission portals in advance of the final deadline. A good rule of thumb is to plan to submit a few days before the grant proposal is due. This ensures you do not miss the deadline and helps minimize stress in the grant writing process. The additional time also gives you an opportunity to closely edit and proofread your draft—an important step in creating a strong proposal.

5 Customize your proposal.

If you are using language in a proposal that may have been used previously for a different grant, make sure you have updated the entire narrative to reflect the current grant application. The name of the grant, funder, and grant amount—among other details—should all be correct.

6 Pay attention to technical details, such as page limits or font size, and method of submission.

Funders may communicate specific details about how the grant proposal should be formatted for submission. Look for details such as whether the proposal should be emailed or snail mailed, how many copies are requested, and specifications around font size, type, and spacing. Be sure to follow all the technical specifications the funder outlines.

7 Step away from your draft and return with “fresh eyes.”

If you are feeling stuck when writing your grant proposal, take a break. Oftentimes stepping away from your grant proposal will allow you think differently about the proposal and return with a refreshed perspective.

Writing grant proposals can be a challenge, but it is well worth it if your organization is chosen to receive grant funding! As you continue your search for grant funding, be sure to visit our [Grants and Funding Center](#) for monthly updates about a number of funding sources!

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