GRANT WRITING GUIDE:

Introduction: Grant writing is an important skill to master for people interested in getting funding for research projects or scholarships. This guide will grant you with several tips, a template, and many common pitfalls to help you do well in your grant applications!

The Key Components of a Grant Proposal:

1. Cover letter
   a. Brief introduction of the applicant
   b. Summary of the project
   c. Request for funding
2. Executive Summary
   a. Overview of the project
   b. Objectives and expected outcomes
   c. Total funding requested
3. Problem Statement
   a. Clearly define the issue your project addresses
   b. Provide evidence to support the significance of the problem
4. Project Objectives
   a. Specific, measurable, achievable, relevant, and time-bound (SMART) goals
5. Project Description
   a. Detailed explanation of the project activities
   b. Timeline for implementation
   c. Roles and responsibilities of team members
6. Budget
   a. Itemized list of expenses
   b. Justification for each expense
   c. Other funding sources (if applicable)
7. Evaluation Plan
   a. How you will measure the success of the project
   b. Metrics and methods for evaluation
8. Appendices
   a. Additional supporting documents (e.g., resumes, letters of support)

Tips for Successful Grant Writing:
- Research the Funder: Make sure you understand the priorities and guidelines set by the funder themselves to word your proposal around that.
- Follow Instructions: Make sure you understand and stick to the application format and submission guidelines given by the funder.
- Be Clear and Concise: Make sure you use straightforward language and avoid unnecessary filler words. You want to be pretty concise.
- Make a Strong Case: Make sure you use data and other evidence to support the importance of your project.

- Proofread: Always check for any grammatical or spelling errors. Use a spellchecker.

Common Pitfalls to Avoid:
- Ignoring Guidelines: If you don't follow the requirements set by the funder, you could get get automatically rejected
- Vague Objectives: Don't be too vague with your objectives. You need to make sure your objective are specific and measurable
- Overly Ambitious Proposals: Be realistic about what can be done during the funding period.
- Lack of Evidence: Not supporting your claims and overall proposal with data can severely weaken your proposal
- Neglecting the Budget: Make sure your budget is realistic and well-justified

Template (Can change based on the guidelines set by the funder):

Cover Letter
[Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
[Date]

[Funders' Name]
[Funders' Address]
[City, State, Zip]

Dear [Funders' Name],

I am writing to apply for [Grant Name] to support [Project Title]. This project aims to [briefly state the objectives]. We are requesting [amount] to fund this initiative.

Thank you for considering our proposal.

Sincerely,
[Your Name]

Executive Summary
[Provide a concise summary of your project, including objectives, significance, and funding request.]

Problem Statement
[Clearly define the problem your project addresses and provide supporting evidence.]

Project Objectives
1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Project Description

[Detailed explanation of project activities, timeline, and roles.]

Budget

[Item 1]	[Description]	[Cost]
[Item 2]	[Description]	[Cost]
[Item 3]	[Description]	[Cost]

Evaluation Plan
[Describe how you will measure success and the evaluation methods you will use.]

Appendices
[Include any additional documents that support your proposal.]