

## How do I start my grant application?



**When preparing to apply for a grant, you can follow these 'W' questions to make sure you cover your bases:**

**WHO am I?** Are you applying for the grant as an individual or do you represent an organization? Provide background information about the organization!

**WHAT is my project?** Make sure that your project fits in with larger plans for you or your organization. Be clear and concise.

**WHY do I need the money and how much do I need?** Be specific about how you will spend the money and why the project is important to fund.

**WHO will benefit?** Use data and a narrative to describe the community that will benefit from the project. If possible, include the community in the process and secure letters of support.

**WHO will implement the project?** Describe your project team and provide information about the organization's board, staff, goals, mission and track record.

**WHAT is the project timeline?** How long will it take you to complete the project? How will the project carry on after the grant money has been spent?

**WHAT is my evaluation plan?** Be prepared to document the implementation process and the end product of the grant.



## What are tips for creating a budget?

- Make sure you account for all possible costs and line items, including personnel, materials, equipment, direct and indirect costs.
- Check whether the grant requires matching funds. These could come in the form of staff time and donated services or another funding source.
- Check what the grant can cover. Often grants distinguish between operational costs (staff time, etc.) and hard costs (project materials and implementation).

### **Additional grant-writing resources:**

**Non-Profit Guides:** <http://npguides.org/index.html>

**About Non-Profits Funding:** <http://nonprofit.about.com/od/fundraising/u/happydonors.htm>

**Foundation Center Proposal Writing:** <http://foundationcenter.org/getstarted/learnabout/proposalwriting.html;jsessionid=QRH2MPZLDYOWTLAQBQ4CGW15AAAAC12F>

**Foundation Center Resources:** <http://foundationcenter.org/>  
<http://ww2.fndcenter.org/>