

# Grant Application Writer - Complete Automation Breakdown

## Phase 1: Grant Discovery & Tracking

### Automation 1: Grant Opportunity Scanner

- **Triggers:** Weekly scan of grant databases (Grants.gov, Foundation Directory, state/local portals)
  - **Filters by:**
    - Keywords: "foster care," "youth transition," "seniors," "African American," "nonprofit capacity"
    - Location: Georgia-based or national
    - Amount range: \$5K - \$100K
    - Eligibility: 501(c)(3), new/emerging orgs
  - **Output:** Sends you digest of 5-10 qualified opportunities with links and deadlines
  - **Tool:** n8n workflow hitting grant APIs + web scraping
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### Automation 2: Eligibility Pre-Screener

- **Input:** Grant URL or RFP document
  - **AI Review:** Checks requirements against your org profile
    - Geographic restrictions
    - Program alignment
    - Budget requirements
    - Previous grantee patterns
  - **Output:** "Green/Yellow/Red" score + reasoning
  - **Tool:** Claude/GPT-4 + document parser
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### Automation 3: Auto-Add to Grant Tracker

- **Trigger:** When opportunity passes eligibility check
- **Action:** Creates new row in tracker with:
  - Grant name, funder, amount, deadline
  - Required documents list
  - Status: "Prospecting"
  - Auto-calculated "prep start date" (30 days before deadline)
- **Sends:** Slack/email notification with deadline countdown

- **Tool:** n8n + Airtable/Google Sheets
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## Phase 2: Document Preparation

### Automation 4: Document Vault Manager

- **Maintains:** Version-controlled repository of reusable documents
    - 501(c)(3) letter
    - Board roster with bios
    - Budget templates (program-specific)
    - Financial statements
    - Impact metrics dashboard
    - Program narratives (Youth/Senior/Both versions)
  - **Auto-updates:** When new data comes in (monthly metrics, financials)
  - **Smart Retrieval:** AI matches grant requirements to correct document versions
  - **Tool:** Google Drive + n8n + metadata tagging
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### Automation 5: Narrative Library with AI Customization

- **Core Library:** Pre-written sections for common questions
    - Organizational history
    - Mission statement (3 versions: short/medium/long)
    - Program descriptions (Youth Transition, Senior Care)
    - Trauma-informed approach
    - Dignity-centered model
    - DEI statement
    - Evaluation methods
  - **AI Customization:** Takes base narrative + grant priorities → customizes tone, emphasis, length
  - **Example:** Foundation focused on "racial equity" → AI emphasizes African American youth statistics and systemic barriers
  - **Tool:** Claude API + template database
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## Phase 3: Application Drafting

### Automation 6: Grant Proposal Generator (The Big One)

## **Step 1: Intake**

- You paste grant guidelines or upload RFP PDF
- AI extracts: questions, word limits, required attachments, scoring criteria

## **Step 2: Content Mapping**

- AI matches each question to relevant vault documents
- Pulls: correct program narrative, budget template, impact metrics

## **Step 3: First Draft Generation**

- AI writes responses using:
  - Your narrative library
  - Current impact data
  - Funder's priorities (scraped from their website)
  - Word count compliance
- Generates: complete proposal in Google Doc

## **Step 4: Funder Alignment Check**

- AI reviews funder's previous grants (if public)
- Adjusts language to match their terminology
- Highlights mission overlap

## **Step 5: Compliance Review**

- Checks: all questions answered, attachments listed, word counts met
- Flags: missing information, weak sections

**Output:** 80% complete draft ready for your review and personalization

**Tool:** n8n orchestrating Claude/GPT-4 + document assembly

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## **Automation 7: Budget Auto-Generator**

- **Input:** Grant amount requested
- **Logic:**
  - Pulls your master budget template
  - Allocates funds by program area (Youth/Senior)
  - Adds standard overhead (10-15%)
  - Matches funder restrictions (some cap admin costs)

- **Output:** Excel budget with narrative justification
  - **Tool:** n8n + spreadsheet formulas + AI narrative generator
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## Phase 4: Review & Refinement

### Automation 8: AI Proposal Critic

- **Runs:** Before final submission
  - **Checks:**
    - Clarity and persuasiveness scoring
    - Jargon detection
    - Passive voice flags
    - Repetition identification
    - Emotional appeal balance (not too clinical, not too emotional)
  - **Suggests:** Specific improvements with rewrites
  - **Tool:** Claude with custom evaluation rubric
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### Automation 9: Peer Grant Analyzer

- **Input:** Funder name
  - **Scrapes:** Their previous awarded grants (990s, press releases)
  - **Analyzes:** Common themes, language patterns, funding amounts
  - **Output:** "Winning strategy brief" for that funder
  - **Tool:** n8n + web scraping + AI analysis
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## Phase 5: Submission & Tracking

### Automation 10: Submission Checklist Generator

- **Creates:** Final pre-flight checklist
  - All questions answered ✓
  - Attachments included ✓
  - Budget totals match ✓
  - Signatures obtained ✓
  - Portal account created ✓
- **Sends:** Reminder 48 hours before deadline

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## Automation 11: Auto-Submit (Where Possible)

- **For:** Online portal submissions
  - **Does:**
    - Pre-fills common fields (EIN, address, contact info)
    - Uploads documents to correct sections
    - Saves draft for your final review
  - **Note:** You'd still click final "Submit" button
  - **Tool:** Browser automation (Puppeteer) + n8n
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## Automation 12: Post-Submission Tracker

- **Logs:** Submission confirmation number, date, contact person
  - **Updates:** Grant tracker status to "Submitted"
  - **Schedules:**
    - Follow-up reminder (2 weeks post-deadline)
    - Decision date reminder
    - Report due date (if awarded)
  - **Sends:** Weekly digest of pending decisions
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## Phase 6: Award Management

### Automation 13: Award Notification Handler

- **Monitors:** Your email for award notifications
  - **Triggers:** When grant awarded
  - **Actions:**
    - Updates tracker to "Awarded"
    - Creates reporting calendar with all required dates
    - Sends celebration message to team
    - Adds funder to donor CRM with "Foundation" tag
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### Automation 14: Grant Report Auto-Drafter

- **Trigger:** 30 days before report due

- **Pulls:**
  - Original proposal promises
  - Current program metrics
  - Financial spend-down report
  - Impact stories from that period
- **Generates:** Draft report matching funder's template
- **Tool:** Claude + data aggregation from your CRM/database