



Allegany Franciscan Ministries, Inc.

## Grant-Writing Tips

- Start early!
- Submit your proposal BEFORE the deadline - allowing for unexpected personal or business challenges as well as delivery difficulties
- “Know” the funder...do your homework...understand what interests the funder
- Read through all materials before beginning to write
- If the proposal requirements are complex or extensive, make a checklist or workplan for yourself
- Work with a team...get folks involved in the project together...talk it through
- Ask questions
- Follow directions carefully (submission and formatting details such as page numbers and margin size as well as content)
- Be positive, proactive, and realistic!
- In writing, follow the “4 C’s” - be clear, consistent, concise and creative!
- If you experience “writer’s block” or find yourself continually rewriting a section of the narrative, stop working on the proposal and go clear your mind - take a walk or work on a completely different project for awhile before coming back to the proposal
- Have someone who wasn’t involved in preparing the proposal, or who isn’t familiar with your organization and/or program, read the application before you submit it
- When submitting electronically, remove any edit notes or change-tracking notes before sending the final document

*We hope you will find these tips useful whether developing a proposal for Allegany Franciscan Ministries or any other funder. The term “proposal” above refers to any kind of application, RFP, funding request, etc.*