**Grant Writing Tips**

While these grant writing tips are just good common sense, it doesn’t hurt to review before sitting down to write a grant.

* Read the directions thoroughly and then read them again and underline important items.
* Develop a timeline for yourself so you won’t be tempted to put it off until the last minute.
* Be clear about what you want to accomplish and develop an outline.
* Write strong goals, measurable objectives, achievable strategies, and relevant measures.
* Have someone not involved in the grant writing process proofread your work.
* Make sure you have included all the information requested.
* Take your proposal apart and see if your application answers the following basic questions:   
    
   *Why are you asking for money?   
   Who are you and why should you be funded over someone else?  
   How do you know there is a need in your community?**If funded, what do you hope to accomplish?  
   How will you do it?  
   How will you know if you are successful?  
   How much money will you need?  
   What is the timeline for this project?*

**Common Grant Vocabulary**

**Goals** are broad statements that provide the vision for your proposal. Some examples of common key words used in goal statements are: *improve, ensure, eliminate,* and *strengthen.*

**Objectives** indicate what you want to achieve.

**Measurable objectives** include timeframe, a target, a context, and an outcome. An example might be: By September 2015, 50% of students involved in summer reading programs at their local library were able to maintain the same reading level as they ended the school year with in June.

**Strategies** indicate how the objectives will be achieved**.** Some common key words used instrategies are:*train, develop, identify, provide, conduct, assist***,** and *review*.

**Measures** are the tools you will use to determine whether or not you have met your objectives. Measures must be relevant to the objective and capture the intended information.