



The First Ten Plays

GRANTS BASICS*

- Before even starting, make sure you know exactly how much you need and why. Ask the hard questions to yourself and your organization before even starting the grants process.
- Find a grant writing center near you. Your public library is a great place to start to find out where one might be located.
- Get a copy of a successful grant application from someone, if you can. Having one as a template is a real time saver.
- Use the Internet as a tool to find resources and assistance. There are thousands of sites when you simply ask for a topic like “grant writing.”
- Purchase books from well-respected authors on the topic, like Dr. Bev Browning, and study them carefully so you know the ins and outs. You may also want to contract with a grant writing expert to help you through the process. Avoid any grant writer who guarantees they can get you a grant. No one can do that.
- Talk to others in your field and ask them if they have acquired grants successfully and who best to approach.
- Look for starting places for writing grants online like the Purdue University tutorial for EPA Grants or the Harvard guide:

<http://www.purdue.edu/dp/envirosoft/grants/src/msieopen.htm>

<http://www.gse.harvard.edu/~hgseosr/toolbox.html>

Contact the funding organization directly and talk to them before you even apply. This can sometimes keep you from wasting time applying to the wrong source. Use the Foundation Center to find the granting source that makes sense for your project:

<http://www.foundationcenter.org/>

- Keep your approach at the right level. If you are planning to perform local activities, find granters nearby. National grantors look for larger projects.
- Make sure to request the guidelines for the grant proposal and follow it religiously. Keep your approach simple, without flowery language, and as brief as possible.
- Have independent reviewers read through your application several times. Avoid misspelling, sloppy design, and incomplete sections. Consider the person who has to read the grant for evaluation.

** These are not listed in order of importance but as a group of materials that will increase the possibility of positive outcomes.*