OSPI CNS Grants Reference Sheet

Grant Applications – Tips and Tricks

Applying for grants can be a difficult task. Here are some Tips and Tricks to help you build a successful application.

- ✓ Preparing for your application
  - Start early!
  - Read the grant application thoroughly and then read it AGAIN.
  - Review all attachments to the grant.
  - Do your homework!
    - What are the funder's priorities?
    - Is this a recurring grant?
    - What have other (successful) proposals done?
  - Review and then follow the grant instructions carefully.
  - Call the grant manager if you have questions.
  - Assess your needs
    - How could this grant help my stakeholders?
    - What matters to them?
    - How will this grant help?
    - What is your goal with this grant? Why is it a goal?
    - What evidence is there to support your goal?
    - What barriers are there?
      - o Do not place blame.
      - o Use reliable resources.
      - o Explain what eliminating this barrier will do for your stakeholders.
  - Prepare your budget.
    - Include all items/costs you are requesting
  - If in PDF format – try holding the "Control" and "F" keys to search for:
    - "Points"
    - "Checklist"
    - "Pages"
    - "Conference Call"
    - "Indirect Cost"
    - "Construction"
- ✓ Writing your application
  - Use verbiage from the grant in your proposal.
  - Be brief and concise – don't use words like "might" or "could".
  - Make it personal, tell your story.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

- Don't assume grant readers know anything about your organization or what you are asking for.
- Involve all that may be affected by the grant in your planning.
  - Administration
  - Financial
  - Facilities
- Make goals and evaluating your goals SMART (Specific, Measurable, Attainable, Results-Oriented, and Time Sensitive).

✓ Reviewing your Proposal
- You! – read it out loud (best way to catch mistakes).
- Subject matter expert – someone who is familiar with your operation and what you do.
- Writing/grammatical expert.
- Someone who is not familiar with your operation or what you do.

Resources
- [Child Nutrition Grants webpage](#)
- [Grants.gov](#)
- [Beta.Sam.gov](#)