



5 Steps to Grant Writing Ease: *FUNDS*

1. **Fit:** Find a precise fit for your idea, strategy, research question, or passion project with the right funder.
 - ✓ The solicitation of the funding source should be read, examined, and analyzed.
 - ✓ Analyze if you have the right partners
 - ✓ Determine who will have dedicated time to manage this grant
 - ✓ Determine if your ideas are the right for this funder
2. **Unite** people and materials: Collaboration and partnership development are foundational for all grants to competitive edge. Uniting all required materials is necessary for success.
 - ✓ When possible, develop a team approach to the writing process that includes leadership
 - ✓ Diverse individuals from varying disciplines with aligned missions are highly valued partnerships with your process and funders.
 - ✓ Gather and study all materials associated with this funding: solicitation, narrative details, budget requirements, supplemental materials allowed and required, peer review criteria, abstracts of awarded proposals, requirements from project officers
 - ✓ Develop an organizational / project management system that works for your team
3. **Narrative:** Align and organize the narrative to the exact specifications (sometimes in the solicitation or other location).
 - ✓ If a competitive priority is offered, address it explicitly
 - ✓ When writing, address the review criteria and be persuasive in tone.
 - ✓ Solicit department, district assistance in the writing process.
 - ✓ Create your peer review panel before the official submittal.
 - ✓ Serve on a peer review panel for varying funders or find someone who has to learn about essential strategies in being successfully funded.
4. **Dedication** to time and grant development
 - ✓ Keep a 1-page idea inventory so that you can seek partnerships or various funding ideas when they become available.
 - ✓ To generate ideas, ask: What would I do with extra funding? If I had a magic wand, what would I want?
 - ✓ Utilize funding databases like Pivot regularly to seek the right fit for your idea(s).
 - ✓ Develop a proposal timeline. Include team meetings regarding project development, narrative assignments, budget, partnership letters, calls scheduled with project officers, mock peer review, routing information
5. **Submission:** The logistics of submitting a proposal can be complicated
 - ✓ Understand the submission process well in advance.
 - ✓ Clarify who is responsible for submitting the proposal.
 - ✓ Set a deadline for yourself well ahead of department or funder deadlines.