Grant Tips

1. Time management
   a. Constant practice and researching
   b. Keep a notebook
   c. Every day (15 minutes), write info in that notebook than can be used for any grant you might apply for

2. Parts of a grant
   a. Summary – highlight what makes your project stand out (what makes it unique?)
   b. Goals – have focused, achievable goals and expectations
   c. Timeline – is it realistic, pre-planning, implementation and assessment
   d. Budget – clearly state what you are going to spend your money on
   e. Evaluation – how will you measure success? How will you continue when funding is gone?

3. Constant process
   a. Tell your story in the grant application; make your reader want to keep reading
   b. If applying for a large grant, find a contact at the organization where you are applying. Use that person’s name when you send in your proposal.
   c. Use resources online and at the State Library to keep up your grant writing skills