

# Grant Writing Tips

**Thoroughly read all information carefully before submitting your grant application. Reynolds has two foundations; make sure you know which one you are eligible to apply to. Do your homework!**

- Research the funding interest of the foundation before applying and read the guidelines. Make sure your request lines up with our type of support and geographic area.
- Review past amounts awarded so you are in line with what the foundation is currently donating.
- Familiarize yourself with the application process, including timetable and preferred method of initial contact. Some funders require a letter of intent, or pre-application form. We do not have any of those requirements.
- Know the needs of your organization and how they line up with our objectives.
- Make certain you know the number of clients served in our geographic region and the total number of clients served by your organization.
- If your need is for an on-going purpose, note in the application how it will be funded in the future.
- Know how much your project/purchase costs and how much you are requesting from the specific funding source. Make sure your numbers tie into the request on the grant application.
- If possible, word your application in a way that will tug on the heart strings of the reader. Make sure to paint the picture of what you want the money for. Get to the point; don't say the same things over and over. Sometimes less is more!
- Emphasize very clearly how the grant will be used. Be specific and provide as much detail as possible. In addition, any past success of the program would be helpful.
- Follow all directions and make sure you have included all required attachments and documentation. We only accept the grant application and all attachments via email. Please do not send anything thru the mail.
- Have someone else read over the application checking for errors and clarity. If your reader is not clear on what you are requesting, chances are the grant screening members will not understand.
- Invite trustees to a site visit. Make certain your agency's Executive Director and/or Board President are present for the visit. If funded and you have a large project, invite the trustees to an on-site visit during the project and upon completion of the project.
- Keep the foundation in the loop as to what is happening at your organization. Keep them informed, especially of the progress you are making with your project if it spans a length of time.
- Make certain you use the grant money for the purpose it was awarded. If you have leftover money contact the foundation about returning the unused money.
- Don't take it personally if your request is denied. Resubmitting at a later date is usually acceptable.