

TIPS FOR WRITING A PROPOSAL

- Be realistic about the scope of the problem you propose to address; don't claim you can accomplish more than would be possible with the amount you're requesting.
- Explain what motivated your decision to address this need, through this project, at this particular time.
- Show why your organization is ideally suited to address this need.
- Follow application guidelines to the letter. This means including everything the funder asks for, and not including anything they don't want.
- Each foundation has a routine for staff and board members to use when they review requests.
- When you fail to adapt your request to their format, you reduce your chances of getting the grant.
- Carefully research the foundation to see how its mission may match yours; then ask for a meeting or a phone conversation before you submit a proposal.
- Make sure the person who contacts the program officer can answer any questions the funder may ask about your organization or about the project for which you're seeking support.
- Do what you said you would do when you said you would do it. As you build trust through performance, you raise your organization's credibility both with that particular funder and with other foundations the program officer talks to.