



5 Steps to Grant Writing Ease: *FUNDS*

1. **Fit:** Find an authentic 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.
 - ✓ What is the success rate?
 - ✓ What was awarded last year?
 - ✓ Do I have the right partners?
 - ✓ How much time do I have?
 - ✓ Is my idea the right idea for this funder or am I trying to force it?
2. **Unite people and materials:** Collaboration and partnership development is foundational for all grants to have a competitive edge. Uniting all required materials is necessary for success.
 - ✓ Develop a team approach to the writing process.
 - ✓ Diverse individuals from varying disciplines who have aligned missions are highly valued partnerships with your process and among 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: Trello Board...
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.
 - ✓ Write persuasively while addressing peer review criteria.
 - ✓ Solicit department, college or university assistance in the writing process.
 - ✓ Create your own peer review panel prior to official submittal.
 - ✓ Serve on a peer review panel for varying funders or find someone who has to learn about important 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 \$10Million? If I had a magic wand, what would I want to see happen?
 - ✓ Utilize funding data bases like Pivot on a regular basis 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 complex.
 - ✓ Understand the submission process well in advance.
 - ✓ Clarify who is responsible to submit the proposal. This varies greatly.
 - ✓ Set a deadline for yourself well ahead of department or funder deadlines.