



General Grant Writing Tip Sheet for March of Dimes Grants

Productive grant-writing consists of advance planning and structured preparation. It takes time to organize the planning and the research, the writing and proofreading, and finally getting the proposal together for submission to the grantor.

1. **Set aside enough time to prepare for writing the grant** and collecting the materials you need to provide to the March of Dimes. There will be times you may need help from colleagues to complete parts of your application, so make sure you organize your time well. Also leave time for proofreading.
2. **Follow the instructions carefully.** Do not leave out any required forms, follow the format and do not exceed page limits. Remember to include all attachments that will help illustrate your proposal. Meet all deadlines. Make a checklist to help ensure that you include all information.
3. **Proofread all your text** and double check all numbers submitted in the budget. Typos or grammatical errors can downgrade a proposal. Proofread your application a day later or have someone else read it for a fresh perspective.
4. **Be concise and clear in your writing.** Do not waste words. Be factual, supportable, and professional. You want the reader to get the sense that you are competent and knowledgeable and to understand what you are saying in the application. If the reader cannot understand what you are planning to do, this can lower your chances.
5. **Demonstrate logic.** In your proposal be specific about your goals, project process, measurable objectives, evaluation methods, and quantified outcomes.
6. **Outline your proposal.** It is helpful to initially outline your proposal and answer the basic questions of who, what, why, where, and how? Project purpose, feasibility, community need, funds needed, applicant accountability, and competence are important information. While trying to answer these questions, you will find areas where you might need to do more research.
7. **Utilize resources available to you.** Do not hesitate to ask questions. Access the Internet for available publications and statistics to help support your project description and methods.
8. **Market your organization.** Carefully highlight what your organization has accomplished and mention any other community connections that will assist you in this project.



Specific Grant Writing Tips for the March of Dimes Grants

While you are writing the grant proposal, think about the following issues:

1. Project Description:

- Are you proposing a project that fits into one (or more) grant priority areas?
- Did you establish an argument for why this project is necessary?
- Is your proposal an innovative solution to the issue?
- Is your organization prepared to fulfill this project?
- How will you advertise this project to the community?

2. Project Objectives and Activities/Methods:

- Have you described how your organization will monitor the progress you are making?
- Who and how will your staff carry out this project?
- Will your organization collaborate with other community organizations?
- Does your project have a realistic and structured design to achieve the goals of the project?
- Are the project's objectives measurable, realistic, and achievable?

3. Evaluation of the Project:

- Have you clearly described a method to evaluate if the project's goals are being achieved?
- Is your evaluation method systematic and realistic? Is it an established tool or did you create something new?
- Is the evaluation plan valid, well designed and is appropriate for the project?

4. Budget:

- Do the numbers of your budget add up correctly and are they realistic?
- Have you justified clearly the reasons for specific budget items?
- Have you described what resources your organization will donate toward the project?
- Have you reviewed allowable and non-allowable budget items? Have you requested only allowable budget items?

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