

Strategies for Writing Winning Grants

Debbie Silver

- Make absolutely sure that you have followed ALL rules, regulations, and guidelines! This sounds obvious, but you would be amazed at how many proposals are pre-screened and disqualified because of a simple failure to follow directions.
- Have others read and critique your proposal. Let them read it "cold" without any explanation from you. Ask them to make sure that your proposal:
 - clearly states a solvable problem
 - has goals that match those of the sponsor's Request for Proposals (RFP).
 - indicates how the project will benefit students academically.
 - gives a clear purpose for all items that are to be purchased.
 - presents understandable, detailed descriptions of the activities involved.
 - clearly describes how the method of evaluation will measure progress towards the stated purposes and student needs.
 - has a justifiable budget that directly correlates with the objectives of the proposal.
 - provides solid evidence that you have the skill and experience to implement successfully your plan (special training, workshops, certifications, courses, etc.).
- Be sure you have filled out all required forms and have obtained the required authorization signatures. Check once again to see that your proposal meets each of the requirements on the RFP.
- Send the proposal in a way that can be certified -- Express Mail, Federal Express, UPS, or registered mail. Make absolutely certain that your proposal arrives on or before the due date. Late entries are usually discarded unread.