

KRISTIN'S GRANT WRITING TOP 10 +1

BEING READY TO WRITE

1. **Always have a wish list.**
 - a. If someone offered you \$20,000 tomorrow, how would you spend it? Ask your teachers, parents, and children how they would answer this question on an annual basis.
2. **Don't wait for a grant application –just ask.**
3. **You only get what you ask for.**
 - a. If you need a house, ask for a house. If you only ask for \$5,000, that's the most you can possibly get.
4. **Have a standard elevator pitch.**
 - a. Have written down somewhere and saved on your computer a short (5-10 sentence) version and a long (500-1000 word) version summary about your program, your children, and your community.
 - b. Repurpose this standard "pitch" into every application you write.
5. **Know your program's data and update it regularly.**
 - a. How many children do you serve?
 - b. Of what ages?
 - c. Of what ethnicities?
 - d. How many receive CAPS?
 - e. How many did you "scholarship" last year?
 - f. How many come from homes where all adults in the home work outside the home?
 - g. How many people do you employ?
 - h. How many local businesses does your business transact with?

FINDING FUNDING OPPORTUNITIES

6. **Stay "in the know."**
 - a. Attend community meetings
 - i. United Way
 - ii. Family Connection Partnership
 - iii. Directors Network Meetings
 - iv. Peer Support Network Meetings
 - b. Be your CCRRs' BFF.
 - i. Read their newsletters.
 - ii. Stay in touch with your TA.
 - c. Keep tabs on DECAL.
 - i. Follow us on facebook, Instagram, and twitter.
 - ii. Read the Quality Rated newsletter.
 - iii. Apply for new initiatives – there's almost always funding attached.

7. Look for in kind donations.

- a. Cash donations and grants are rare.
- b. But, is there a landscaper, cleaning service, sign printing business, food delivery service, Osborne book seller or other service provider that might offer you a discount?
- c. Don't forget your staff. Would a local nail salon, spa, grocery store, or restaurant donate gift cards or products for employee appreciation?

WRITING A SUCCESSFUL GRANT APPLICATION

8. Ask your colleagues

- a. If possible, read previously submitted proposals from other organizations that have been successful.
- b. Ask a colleague to proofread your application for clarity, grammar and spelling.

9. The physical application is the “front door” and first impression of your program.

- a. Proposals should be type written on the computer, with no graphics, background colors, or images unless explicitly asked for in the application. If printed, they should be printed on white paper. The font used should be Arial or Times New Roman or similar.
- b. Proposals should be written in a formal voice, following generally expected rules of grammar, spelling, and formatting. Explore free grammar software programs such as Grammarly, which detect more nuanced errors than spell check.

10. Get feedback from funders.

- a. Ask for feedback on your application whether or not you receive the funding.

CELEBRATING YOUR WIN

11. Say “thank you” with words and images that allow the funder to see the grant having an impact.

- a. Send a press release to the local newspaper announcing your award. The funder may have a template or stock language that you can customize to suit your program.
- b. Have your parents and/or teachers write a short letter describing the difference they see as a result of the funding that can be sent to the funder. Set up a table in the lobby with cards and pens so they can be handwritten and done easily when passing through.
- c. Invite funders to special events at your program sponsored by the funding (Family engagement events, reading in classrooms, field trips, etc.).
- d. Take pictures of the children benefitting from the funding. Make sure you have appropriate release forms from children/families before you share pictures of children.