

# Grant Basics

## Real Fears - Let's Debunk Them

- “I’m not a great writer” → You don’t need to be. You need to be clear and concise.
  - “There’s no funding for what I do” → Let’s refine your search and strategy.
  - “I don’t know where to start” → Start with your ‘Why.’
  - “Grants take too much time” → Preparation upfront saves time later.
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## 4 Steps to Grant Success

### 1. WHY

#### ***Clarify your vision:***

- What change do you want in 5 years?
- Who do you serve, and how?
- What does success look like?

### 2. RESEARCH

#### ***Use keywords from Step 1 to focus your search***

- Look at who funds orgs like yours
- Ask your board & supporters for leads
- Review IRS 990s of funders





### **3. RELATIONSHIPS - Contact the Funder**

Reach out: email, call, or ask your network

Be clear on your purpose

Ask if your idea aligns with their priorities

### **4. WRITE UP**

Follow instructions exactly

Be clear, concise, and compelling

Have someone review before you submit

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## **Are You Ready to Submit?**

### **Gather these essentials:**

- IRS 501(c)(3) letter, board list, project description
- Financials (990, audit, budget, income/expense)
- Mission/vision, org history, bios, outcomes
- SAM.gov registration (for gov grants)

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## **Quick Wins When You Get Back to the Work**

- Centralize your grant documents
- Choose 1-2 good-fit funders to pursue
- Reach out the funder before you begin and follow up
- Always draft narrative answer in a document outside of the grant portal - better for revising and checking for errors.