****

**HOW TO WRITE A GRANT PROPOSAL**

Writing grant proposals is time consuming. Grants, to be successful, should be part of your overall fundraising plan, have a calendar, and a dedicated grant writer, either on staff or contracted.

Before you begin the grant writing process you need to clearly define the specific problem found in your community and describe the program you have designed that will solve the problem. From there, you will describe your program in detail to the grant makers (funding sources). Tell stories and paint a picture to help the grantors understand and relate to your program.

AGREE ON THE PROBLEM

Define the problem

Describe the impact of the problem

Investigate possible causes of the problem

DESCRIBE WHAT YOU HOPE TO ACHIEVE

Define your goals and objectives

How will your program improve or solve the situation?

Identify key outcomes

Measure and record the result of your work

Focus on end results

DESIGN YOUR PROGRAM

Research what others have done

Clearly describe your solution

Understand the budget and how much your program will cost

LOCATE FUNDING SOURCES

Start with people and organizations you know

Google search grant opportunities

Establish a relationship with the organization you are asking money of

WRITE YOUR PROPOSAL

Follow the instructions completely on the grant application

Use stories in your application so the grantor can relate to your problem and your program

**Meet deadlines**

ADDITIONAL MATERIALS

You may be asked to provide the following:

* IRS letter proving your organization is tax exempt
* List of your Board of Directors and their affiliations
* Your current fiscal year budget
* The budget for your next fiscal year

Sample grants: <https://grantspace.org/resources/sample-documents/?tab=tab-fullproposals>