

# Grant Writing 101



Money is always a factor when determining whether or not a project/event is going to occur. With grants, the money becomes part of the planning process. Here are just a few tips on how to write your grant, spend your money, and submit your final report.

---

## Search for grantmakers

Go to [insert website](#) and search for grantmakers who have funded related organizations or similar projects so you don't spend a lot of time writing grants you're not likely to get.

---

---

## Submit a letter of intent

A letter of intent is submitted so a grantmaker can ask you to send in your application, or reject it then. This is a way to make sure you do not spend hours filling out a grant for something they will not fund during that cycle. Make sure you include CKI's name, who you are helping, how much it is going to cost, a general breakdown of the budget and how an assessment can be made after the event/project is over.

---

---

## Research and fill out the application

This is the time when you fill out the grant application. Make sure to be as explicit as possible with your goals. The application should use your letter of intent as an outline. Make sure to divide your application into different areas of the project (i.e., Fellowship Night, Service Projects, Leadership Development, Travel, Food) so the reviewers have an easier time understanding your plan. Make sure all the figures and facts are correct and have at least two people read over everything before submitting.

---

---

## Create a cover letter and attach appendices

Use a one-two page cover letter to summarize your grant and explain why your project is worthy of consideration. This is usually on the grant specifications, but if not, this is a good piece include. Include examples or diagrams to illustrate any calculations, numbers, assessments, etc. you have provided in the grant.

---

---

## **Submit your grant application**

Make sure to allow at least a five-day grace period for the grant to arrive if you submit by mail. If you submit electronically, make sure to give at least a three-day grace period for the grant to deliver.

---

---

## **Ask for a status check**

Send a friendly e-mail to the grant contact asking for the status of the grant.

---

---

## **Send a thank-you card**

If you are successful, make sure to send the grantmaker a thank-you card with signatures of those closest to the project. Make sure to reference your grant. This will come in handy if reapplying during successive cycles.

---

---

## **Spend your funds properly**

Make sure to delegate **one** person to be responsible for approving costs and retaining receipts. If your school or bank will allow, set up a new account where the funds are deposited. This way, you'll be able to track how much money is coming in and going out of the account when reporting. Make sure to spend as much as possible for designated purposes so no profit is made with the grant money.

---

---

## **Submit the final report**

This will be the last correspondence with the grantmaker between now and the next grant cycle, so be sure this is clear and in-depth. Use the assessment strategy you mentioned in your application and measure the results and be honest with your conclusion. Explain roles and how the children benefited from the program. Discuss what was learned, what changed, and why those were significant. Finally, be sure to include a budget run-down with all the expected expenditures alongside the actual expenditures.

---

---

Remember, the Tomorrow Fund is a type of grant. If you follow these steps, a grant will be successfully written and properly executed. The deadline for Tomorrow Fund grant applications is December 1, 2009.

# Tips for writing grants

- Check application specifications, such as word or character limits, attachment guidelines, financial record specifications, font usage and directions for filling out the application.
- Ask the grant contact for help, if needed, or simply come up with a question that requires an answer from them. They might give you additional information about how the reviewers like a grant to be presented.
- Do not worry about overstating a point. Overstating means memorization and memorization during a grant review is key to receiving funding. Don't copy and paste, make sure you reword the sentences and make sure you are repeating topics that fit that section.
- Distinguish one contact the grantmaker can call if there are questions.
- For larger grants allow up to 12 hours to complete the grant writing process. Many applications are being submitted, so you want your application to stand out.
- Watch deadlines closely! These can easily sneak up on you.
- When figuring the budget, it is good to include your club's contribution amount. The most common grant is a matching grant where you pay for half of the project and the grant pays the remainder.

Brought to you by:

The Corporate Sponsorship, Internship, and Scholarship  
International Ad-Hoc Committee

James Pouliot, Chair: jamespouliot@gmail.com

Imran Yassin, Secretary

Monica Alegre, Member

J.J. Sadler, International Liaison: JJSCKI@gmail.com

If you have any questions about this process or possible grants, please contact one of the above members.