Student United Way
Grant Writing Tips

1. Read the guidelines and instructions thoroughly.
2. Write your grant as if the person who will read the proposal knows nothing about your program.
3. Prove you have a significant need or problem you are addressing by explaining the context of the issue. The issue and your plan for addressing the issue must be very clear.
4. Explain your program in detail using full sentences.
5. Do not use acronyms or abbreviations.
6. It is not necessary to attach additional documents. All information about the program should be conveyed in the application.
7. Double check the math on your budget.
8. Make sure it is clear how much money you are requesting and be specific about which items you are requesting money for.
9. Proofread for spelling and grammar mistakes and have someone else look over your application before you submit.
10. Draw a clear connection between your program and the grant topic.
11. Do your best to be clear about expected outputs and outcomes.
12. Address all components of each question.
13. Describe your method for tracking and gathering information.
14. Be clear, concise, and complete.
15. Ask someone who doesn't know about your program/project to read your application and ask questions, then make sure you go back and address those questions in your application.

Helping people.

United Way

United Way
of Greater St. Louis