

## **Guidelines for Writing Letters of Intent/Grant Proposals**

### **1. Know the Funding Agency**

- What is their mission, their goals?
  - Check their website, annual report, prior grantees
- Are you a good fit?
  - Do you match the profile of other grantees?
  - Does your project address their goals?

### **2. Talk to the Program Officer**

- About fit
- Special requirements, exceptions
- Budget

### **3. Read the Directions and Follow Them!**

- Make a checklist
- Check everything three times—No typos!!!
- Note order, length, and format of documents, addenda, cv's

### **4. Write Clearly**

- Put key points up front for *quick* reading
  - Topic sentences
  - Headlines
  - Bullets
- If someone reads it “cold” they should be able to answer:
  - Why is your project important? (Provide supporting literature)
  - Why should the funder care? What's new/different/better?
  - What are your goals/aims?
  - What strategies will you use to accomplish your goals/aims?
    - Do you have the appropriate team available?
    - Is your timeline realistic?
  - What track record do you have to accomplish your goals/aims?
    - Do you have prior related work, experience, grants?
    - Who have been your collaborators?
  - How will you evaluate your project?
    - What are measurable outcomes, metrics of success?
  - What difference will it make? Impact? Future model?
  - How will you maintain/sustain/build/disseminate your project?