

Tips for Writing Successful Applications

1. **Follow the directions. Answer the questions in the order listed,** submit the number of copies in the formats requested, and include only the materials specified.
2. **Communicate with the funders.** When in doubt, ask for clarification. Make sure you understand what is expected. The funders are people too and they want to help.
3. **Be creative, clear, concise, and accurate.** Make the case for your proposal in your own unique way, but include precise data. Avoid technical jargon; the readers may not speak your “language”.
4. **Emphasize what your organization will do.** Spend more time describing your project than the issue or your organization. Economize content and avoid repetition. Less is more.
5. **Evaluation counts.** Keep what you want to learn and evaluate in mind, as well as the assessment tools that you will use to evaluate your project (e.g., records, surveys, interviews, pre- and post-tests).
6. **Proofread carefully.** Make sure numbers add up and typos are removed. Double check the organization’s name.
7. **Seriously, proofread!** If your proposal has been adapted for multiple funders, make sure you omit other funder’s names as well as previous requests. Spellcheckers do not always catch the correct use of words.

Good luck!