21W.011   Fall 2015
Writing Tips: **Grant Proposal**   (#1 and #12 are for revised version)

1. Check that your abstract presents the grant proposal argument "in miniature".

2. If you are asking for funds for an organization, be sure to provide an organizational profile. A profile should include such facts as: year of founding, mission of organization, number of members/staff, budget, successful past endeavors.

3. Define any key terms that you use in the proposal.

4. Check that your statement of the problem is clear and dynamic. As a writer, you want to create a sense of urgency. Before you finish your proposal, underline claims without evidence. If a claim seems too broad for the evidence you find, modify the statement. If you lack evidence to support your claim, provide some.

5. Check to see if you can organize any statistical data into charts or graphs (inserted in a page or appended to the end).

6. Check if you need to address counterargument. In grant proposal writing, counterargument can take different forms from a research essay. Some readers may question your definition of the problem, while others may question the value of your proposed program. The most common counterargument is to question the value or practicality of your program.

7. If you quote from any outside sources, be sure that you introduce a speaker and his/her identity ("Human rights activist A") before starting a quotation.

8. Change 75% of your "being" (is/are/were) verbs to action verbs, passive verbs to active verbs.
    Active verbs are especially important in grant writing.

9. Insert subheads into your piece, and then decide if they are helpful. (General rule: Grant proposal writers commonly use subheads, while essay writers may use them more sparingly. The subhead should match the grant proposal outline.)

10. Perform the "mind's eye test" Can the reader clearly visualize the problem and the program/service to address it?

11. Check that your budget is comprehensive and realistic. Be sure to include "in-kind" expenditures.

12. Be sure to have an evaluation plan that seems realistic.

13. Check that you have a consistent citation form and separate bibliography/Works Cited page.

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