South Carolina
DEPARTMENT ON AGING

Top 10 Tips for Grant Writing

1. Grants are contracts.
  a. All grants contain a list of terms and conditions which must be followed throughout the project.

2. Follow the instructions.
  a. If you do not follow the instructions exactly as written, your grant may not receive consideration.

3. Write in short clear sentences.
  a. Avoid long rambling sentences that can make programmatic descriptions appear boring.

4. Use current statistics to support your conclusions.
  a. Old data is not persuasive.

5. Carefully proofread your grant application.
  a. Typos make even the best ideas look unprofessional.
  b. If possible, have someone else read your grant application prior to submission.

6. Know your audience.
  a. Study the organization from whom you are seeking funding.
  b. Sculpt your grant application in a way that will increase your chances of getting funding.
  c. Who is reviewing your grant application? Professional grant reviewers and grant reviewers drawn from members of the

community might evaluate things differently. Grant instructions usually disclose who will be reviewing the applications.

7. **Clearly define your program objective.**
   a. Grants that seek to address multiple objectives often look confused and disorganized.

8. **Grant applications are restricted to the terms of the grant instructions.**

9. **Grant money must be spent on the line items specified in the grant.**
   a. Budget narratives and line items must match.
   b. Any budget alteration requires a written consent from the grantor.

10. **Recommendation letters count.**
    a. Select with care those who recommend your proposal.
    b. Consider:
       i. Whether they are known in the community
       ii. Whether they have expertise in addressing the problem your grant proposal seeks to tackle
       iii. Are they themselves good writers