GRANT WRITING TIPS

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT WRITING TIPS

UPDATED 2022

Follow directions. To ensure a complete understanding of the directions and requirements, read through the solicitation in its entirety before starting to write the application. KGGP solicitations provide specifics on all the requirements, including the font type, font size, and page orientation. Applications may be screened out if the directions are not followed.

Assess capacity. Being a subrecipient of federal grant funds comes with many requirements in the areas of accounting, reporting, civil rights, and staffing, among others. Applicants should take an internal inventory to ensure they can meet the grant management requirements if awarded grant funds.
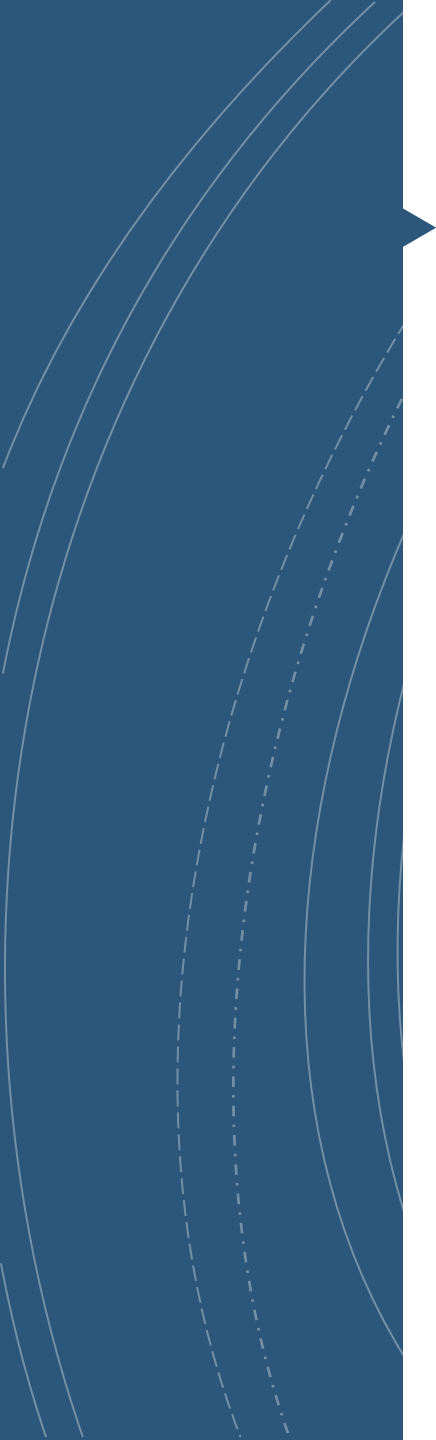
Use headings liberally. Do not make funders and grant reviewers search for the required elements of the application. Use the titles and section headings in the application as outlined in the solicitation, such as Justification of the Need, Goals and Objectives, Sustainability, etc. If a specific section needs several points covered, consider making those into subheadings. The subheadings should match exactly what the grant solicitation is requesting from that section. For example, in the Project Performance Measures/Results section, subheadings could include Process; What data will be collected; How data will be collected; and/or How objectives will be measured. See below for an example:

Project Performance Measures
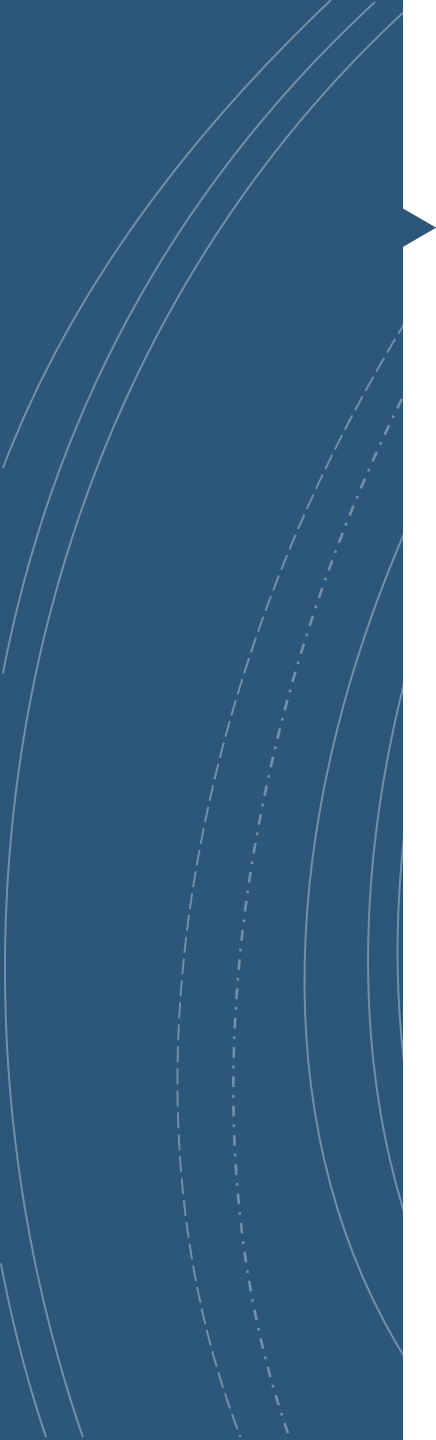
Process

Data collection

Objectives

Pay attention to the flow. Use the flow of the solicitation as a guide to organizing the application. A [sample logic model](#) is available here as a resource. Do not copy and paste sections of the grant application from past years or other applications without a complete review of the application flow. It is obvious when sections of a grant have been pulled from elsewhere, as the application becomes choppy and difficult to follow. Cutting, copying, and pasting from previous applications also increases the risk of providing outdated or inconsistent information.

Use logical, concise writing. Use simple and specific sentences. Define all acronyms. Do not assume the person or people reviewing the application know what they mean.

Organize the attachments. Attachments should be in PDF, Word, or Excel format, as instructed by the solicitation. The title of the attachment file should correspond to the requirement, such as "Project Narrative."

Check for missing requirements or documents. Applicants should double-check that all requested documents are attached, and all requirements are addressed before submitting the application. Applicants should <u>only</u> submit documents that are specifically requested in the solicitation.

Number the application Project Narrative pages.

Solicit reviewers. Ask someone such as a colleague, a board member, or a supervisor to review the application for clarity and tone. Also consider asking someone to review the application unfamiliar with the proposed grant project.