Secrets of Successful Grant Writing

- Use the public library and the Internet to look for web sites of foundations and corporations.

- Subscribe to funding newsletters that contain articles about what types of grants various foundations and corporations fund, and how to apply for them. Just a few of the many online newsletters that can help you keep up with foundation and corporate giving are the Philanthropy News Digest, Philanthropy News Network, and NonProfit Times.

- Set aside at least four hours (for an electronic search) to eight hours (for a manual search) to identify all potential foundation and corporate funders.

- Request grant application guidelines, an annual report (which contains financial information on the funder and usually has a section on previous grants funded), and any other print literature that will help you tailor your grant application to the funder’s current interest area.

- Follow all the directions provided by the funding source on how to apply for grant

Some things to avoid:

- Relying on outdated funding publications (older than one year) for current contact information.

- Calling the funding source with a dozen questions.

- Writing a grant application or proposal and mail it without having done extensive research first.

- Hastily preparing a proposal or grant application and mail it without someone else proofreading and editing the document at least twice.

- Submitting a rejected grant application without making major changes.