Checklist

for Grant Writing Sucess

Start Early and Plan Efficiently

- Get started as soon as possible.
- Break the grant application down into smaller sections - General Info, Budget Info, Additional Document, Letters of Support etc.
- Consider setting a personal deadline, ahead of the grant deadline, and work backwards from there.

Read the Full Application Criteria

- Carefully review the entire criteria and guidelines before starting the application.
- Attend webinars or information sessions offered by funders.
- Ensure your project aligns with the fund's priorities and limitations.

Avoid Shoehorning Projects

- Don't force a project to fit a grant opportunity if it doesn't naturally align.
- Choose grants that genuinely match your organisation's goals, values and capabilities.

Include All Relevant Documents

- Maintain a secure folder with essential documents like audited accounts, registration proof, and board details.
- Gather necessary documents early to avoid last-minute hassles.

Avoid Copy-Pasting

- Tailor each application to the specific priorities of the funder.
- Use funders' language to demonstrate alignment with their goals.
- Be cautious with AI-generated content, ensuring it doesn't compromise the uniqueness of your application.

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Thoroughly Consider the Budget

- Calculate the actual amount needed for your project, avoiding unnecessary expenses.
- Address matching funding requirements and demonstrate your capacity to spend within the stipulated timeframe.

Use Simple Language, Avoid Jargon

- Apply the "Granny Rule" – make sure your explanation would be clear to someone unfamiliar with your field.
- Eliminate jargon, acronyms, and unnecessary complexity in your writing.

Seek Feedback

- Have someone, preferably external to your project, review your application.
- Be open to constructive feedback and appreciate diverse perspectives.

Ensure Measurability (SMART Goals)

- Craft goals that are Specific, Measurable, Assignable, Realistic, and Time-related.
- Provide concrete evidence and data to support your claims and impact.

Get Feedback, Learn, and Adapt

- Seek feedback, both if you succeed or not.
- Use feedback to refine your grant writing skills and adapt your approach for future applications.

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