PROPOSAL WRITING TIPS
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1. Once you have drafted the project goals and objectives, check them against the priorities and requirements spelled out in the grant application package. No matter how good the proposal, or how creative the project; if it does not address the specified priorities, the grantor will not fund it.

2. Take a team approach to designing the project and writing the proposal. Five heads are usually better than one.

3. Specify the anticipated outcomes of the project. Ask yourself, "What difference will this project make? How will things be different?" As you write the proposal, explain how you are going to get from the current state of things to the expected outcomes.

4. Explain how the project fits in the context of overall school/agency/community improvement. Show that it isn't just another isolated project that will go away when the funding ends.

5. Success begets success. If your agency has a track record of successful projects, or if your schools have won awards, mention them. Grantors like to know that the money they provide will be well spent.

6. Provide compelling data showing the need for the project. It is usually good to include some demographic data, but it's even better to have data that are directly related to the problem or need the project addresses. For example, if your project is designed to improve student achievement in reading, explain the current level of achievement in reading.

7. If you don't know how to write an evaluation plan, find someone who does, such as a professor from a nearby college or university.

8. Assume that the reviewer knows nothing about your school/district/community or the elements of your project. Explain what tools or strategies you are using and why you selected them. Also, try to avoid local acronyms, especially if someone who doesn't live in your area will review your proposal.

9. Put yourself in the reviewer's shoes. Imagine what it would be like for the reviewer to see your proposal among a big stack of other proposals, and think about how you can make your proposal easier to follow or more inviting than the others. For example, provide a schema (e.g., chart, headings, or notes) that will help the reviewer locate information showing you have addressed the proposal review criteria set forth in the application package. Use charts and graphs to replace or complement endless pages of unbroken text. Use color to add visual appeal – but don't overdo it.

10. Follow directions! If there is a page limit, adhere to it. If certain information is requested, provide it. When in doubt or not clear on anything, call the funder for clarification.

11. Be enthusiastic about your proposed project. If you don't love it, neither will the reviewers.