OFFICE FOR GRANTS

Creating a Successful Proposal Application

1. **Contact the Office for Grants as soon as possible for assistance in developing your grant proposal application package.**

2. **Make copies of the grant notice, solicitation or Request for Proposal**
   Make at least one duplicate for yourself and a copy for each person working on the grant development team. Make a copy of all forms. Store your originals.

3. **Review one copy of the RFP with a highlighter**
   Highlight key instructions, phrases, page limits, required attachments, etc.

4. **Delegate responsibility**
   Next to each highlighted area, designate the person responsible for ensuring that the section is completed or the instructions are follows. Note who will be responsible for the:
   - Budget
   - Narrative
   - Letters of Agreement/Memorandum of Understanding, etc.
   - Attachments, forms, getting signatures, etc.

5. **Assign deadlines**
   Set deadlines well in advance of the application due date. The completed application package must be routed for internal approval signatures at least X working days before the due date.

6. **Write the proposal in this order:**
   a. **Narrative.** See the Writing the Proposal section for writing suggestions. If it is not possible for one person to write all of the narrative, allow time for a lead writer to piece together the sections to ensure consistency and eliminate repetition.
   b. **Letters of Support/Collaboration Agreements.** These letters and agreements often help shape the narrative of your proposal and take time to obtain so get them early.
   c. **Budget.** Make sure the budget includes all expenses of operating the program. See Developing a Budget for suggestions.
   d. **Program Summary or Abstract.** This should be the section you write, even though it usually appears at the front of the proposal. After you have written the rest of the proposal, it will be easier to summarize your program.
   e. **Table of Contents.** Make sure every page is numbered neatly in the same place, as requested by the guidelines. Section headings or titles should be uniform from the RFP to the proposal text to the Table of Contents.

7. **Have team members review items**
   Ask them to use a red pen on hard copy or the Track Changes/Comments features in Word to indicate any changes, revisions, or questions. Incorporate changes and revisions on an ongoing basis as you receive them. If necessary, pull together team members to discuss items for which there is disagreement.

8. **Have a person outside of your department review the proposal**
   Try scoring the proposal using the funding source's evaluation or review criteria, if applicable.

9. **If called for, write a cover letter to accompany the proposal**
   In some instances, cover letters are not needed and are not appropriate.

10. **Give the application package to the Office for Grants**
    Follow the specified protocol for submitting your application package. Please review the full Office for Grants Policies & Procedures.