

Handout 4-1: Writing Tips

- Stick with your strong outline.
- Pay attention to the details.
- Use concise, persuasive language.
- Make sure you follow the Request for Proposal (RFP) requirements for content and format.
- Relate all sentences in a paragraph to the topic sentence.
- Keep in mind that you are writing to the review criteria.
- Make your application easy to read. Leave open white space and use bold headings and subheadings as needed.
- Make sure you provide a direct and explained link to the Request for Proposal's (RFP's) purpose and goals.
- Make sure your supporting letters endorse the project, add information about the project personnel and consultants, and provide specifics about what type of support will be made available.
- Prepare a realistic budget with strong justification.
- Make sure your application includes the appropriate authorized signature(s).
- Ensure that your grant application is neat, complete, and submitted on time.