

Grant Writing Tips

There are many great on-line resources on grant writing. Here are two good references:

http://www.fpcc.ca/files/PDF/Arts/General/FPCC_Grant_Writing_Handbook.pdf

<http://www.victoriafoundation.bc.ca/sites/default/files/uploads/Granting/Grant%20Writing%20Handbook%202014.pdf>

We also have the book, *Non-profit Know How* in the office and it has an entire chapter on grant writing. You are welcome to use it in the office.

- Give yourself plenty of time to prepare the application.
- Remember that the people reviewing your application are likely reviewing dozens of other applications. Keep your writing **clear and concise**. Answer the question you are being asked and avoid the temptation to add extra words just to fill out a section.
- Keep to the point and stay with the basics – the who, what, where, when, why, and how of your project. **What** are you going to do? **How** are you going to do it? **Why** is it necessary? etc.
- Have someone review your application before submitting. Use spell check.
- Ensure that all of the columns in your budget add up. Provide exact description of activities. For example, instead of *room rental - \$400*, write *room rental, 2 days @ \$200/day*.
- Don't leave blank spaces in the application. If something doesn't apply to you, write N/A (not applicable).
- If there is a possibility that your project should be supported by a band council resolution (BCR), please initiate that process as soon as possible.
- When describing the evaluation of your project, use "change words," such as increase, decrease, enhance, etc. Think about what you hope to achieve and how you will know when you've achieved your goal(s).
- Take advantage of grant writing workshops and other resources available through the CBT office.
- Read through the entire grant application, including the eligibility requirements, before beginning. Contact staff at the CBT if you have any questions. We are here to help.

A final note: The CBT is particularly interested in innovative projects that respond creatively to an identified need in our communities. There are many reports that have identified gaps and needs. The following list is not exhaustive. Please include relevant information in your proposal as to how your project addresses identified needs.

Vital Signs: <http://clayoquotbiosphere.org/web/vital-signs/>

Food Action Plan: http://clayoquotbiosphere.org/web/wp-content/uploads/2011/02/Clayoquot_Food_Action_Plan_20101.pdf

Dual Language Literacy Plan: <http://coastalfamilyresources.ca/education/central-west-coast-dual-language-literacy-plan>

2013 Coming Together Forum Report: <http://coastalfamilyresources.ca/education/2013-coming-together-forum-report>

Early Development Instrument: <http://earlylearning.ubc.ca/edi/>