

## General Grant Writing Tips

- Less is more... write your grant so it is easy to understand and therefore easier to approve.
- Be realistic about the level of funding AND the proposal itself.
- Develop contacts within the granting agency.
- Know the funding limitations of the grant.
- Other helpful organizational hints:
- Review the grant requirements.
  - Identify the project team orientation
  - Develop a plan for how you will work together, who is on the team, who is the lead, what tools will be used, time table, etc.
  - What makes you want to apply for this grant?
  - Take time to consider what your agency/ organization is currently doing that makes you feel they have a good chance at receiving the funding. This will help build your case.
  - Walk through each section of the application and appendices discussing content, identifying what information is outstanding, determining who will get it and by when. Make certain each area is assigned and a time line defined for submission.

# Grant Writing Tips for the Broadband Initiative

- READ the Notice of Funding Availability (NOFA) and understand the provisions that apply to the funding source you are seeking.
- Make sure you are registered to file your application online with the federal government.
- Make sure you have all necessary paperwork and project objectives BEFORE you begin writing your application.
- Always complete the Executive Summary LAST to make sure you cover all the high points of your grant and do NOT include information that is not in the body of the application.
- Sign up for the list service for the grant # you are interested in to get messages regarding modifications that might affect your application.
- Make sure you involve local governments and other affected parties and secure recommendation letters if possible.
- Remember that environmental scans (categorical exclusions), prevailing wage and buy American first initiatives will be reviewed.
- Find and secure your engineer for certification of projects over \$1,000,000.00.
- Review all the reporting requirements to assure you have the staff resources for quarterly reporting.



For additional information, and/or to receive updates on broadband activities, please visit [www.michigan.gov/broadband](http://www.michigan.gov/broadband)

