

Specialty Crop Block Grant Program

Effective Grant Writing Tips

Letters of Support FIRST!

- It can take a long time to get a letter of support. Start right away!
- Figure out whose support you will need and ask them for a letter.
- Write the letters yourself, unless you think it would offend someone, especially if they are busy. Make it so pretty that they can cut and paste it out of your email or copy it onto their letterhead, and you should be able to get an immediate signature.
- Be prepared to hand-carry or hand-collect all letters of support. Leave enough time to do it!

Tie in Winning Strategies from Funded Proposals - Effective “Stealing”:

1. Avoid “reinventing the wheel”. There is no such thing as plagiarism in grants. Get everyone to help!
2. Cut and paste all of the headings and instructions from the RFP/RFA and then cut and paste your statistics, background material, or ideas into the categories. It makes you feel better to have something under each heading and helps you overcome “overwhelm”.
3. Copy funder’s jargon and language at the top of your grant and somehow use it in your narrative. Reiterate funder’s goals and objectives and relate them to your own.
4. Plug in national, state, regional, and institutional goals and relate them to your proposal’s goals.

Organizational Tools

Always put the RFP/RFA (Request for Proposals/Applications) in a three ring binder so that you can leave it open to guide you. Mark sections you refer to often with Post-It Redi-tags.

Paste a copy of the table of contents (outline or format if there is no table of contents) on the front of the three-ring binder and keep it near the computer, upright, or scotch tape it to the wall.

If you can, cut and paste the RFP/RFA into your proposal as your outline to write the proposal, color it green or red, and then delete each instruction as you complete it. That way you always see how much you have left to do and what questions are left unanswered.

