

## ECDC Grantsmanship Training

### Grant Writing for Growth

May, 2010

#### To Begin:

- Read RFP thoroughly. Check your eligibility to apply.
- Copy out or create checklist of everything you must write or attach.
- Note deadline – don't miss it – no excuses!
- Follow format required to the letter.

#### Standard Body of a Grant:

1. Executive Summary (write last)
2. Concept
3. Mission
4. Opportunity Statement (formerly problem statement or needs assessment)
5. Goals and Objectives
6. Strategies
7. Sustainability
8. Evaluation
9. Risks & Benefits
10. Budget & Budget Narrative – match
11. Attachments to have ready

#### To Finish:

- Check your work – i's dotted and t's crossed – every blank filled
- Do you have everything on the checklist?
- Have you written an Executive Summary?
- Has your Board approved this application for funds? (written evidence – minutes)
- Writing a cover letter
- Appropriate signatures
- Sending on time, or earlier