



# Grant Writing Basics

You need funding for your project, but where will the money come from? A grant, of course! Every year, Ogden City awards arts grants to individuals and organizations for specific projects or general support. Repayment is unnecessary as long as the funds are used to finance the project for which they were allocated. We don't just hand out checks without regard, however. To receive a grant, a prospective grantee must submit an application.

Grant writing for Ogden City is a good way to learn the ropes for new grantees. Grant writing for Federal or State level grants are an extensive process that can take weeks or even months, depending on the type of grant you are applying for. Starting small with a city grant could help you to expand further into the Grant Writing world. Don't let this scare or deter you, we love to hear about your prospective projects and are excited to support the arts in Ogden!

## **Grant writing helps you think things through**

Grant writing is not easy, but can be very helpful because it forces you to think through and flesh out the full scope of your project. If you can't explain the full extent of the project to a potential donor, you won't receive funding. Grantors need to understand the who, what, where, when, how, why, and the costs with respect to your project. Be very specific in your grant writing.

## **Stick to the guidelines**

It is imperative you follow the specific guidelines when grant writing. One main reason applications are rejected is that the applicant failed to follow the precise guidelines. Read the entire application carefully. Highlight all questions to be answered and note all information to be included. Keep organization in mind when grant writing: the grant subcommittee will not respond well to a disorganized, ill-written, or confusing proposal.

## **Are you ready to begin grant writing?**

Grant writing begins with an idea. You must have a fully researched, well-developed, feasible project plan. Ask yourself the following questions before starting the grant writing process:

- What do you want to do, how much will it cost, and how much time will it take?
- What will your project contribute to your organization, and or the community?
- What group or organization (if any) are you partnering/collaborating with for this project?
- Are you, or your organization collaborating with, or on, other projects?
- What has already been accomplished in this area? By whom and with what results?
- How does the project fit with your, and/or the applying organization's overall mission?

- How will you accomplish your goals?
- Who will help you achieve your goals?
- How will the results be evaluated?
- How will the project be maintained once begun?
- Why should you or your organization in particular do this project?
- Why should this project be done now?
- What other resources are you using besides Ogden City Arts Grant funds?
- What in-kind donations, contributions, sponsorships or cash do you have for your project?

Make sure the project supports your, or the applying organization's core mission, and try to find a unique angle to make the proposal stand out. Be sure you have identified all your needs. Once you have a firm understanding of your project, you're ready to begin the grant writing process. And remember, an error-free proposal will go much further than one filled with errors.

### **Writing your grant**

Make sure your answers are concise and honest. They should be clear and easy to understand. If you can't give your explanation/proposal to an average person off the street and have them understand your proposal, then you need to consider a different way to explain your project or organization.

Don't just make up your budget numbers. Do your research! Have a good estimate of what your actual costs will be. This will help you in the end when you complete your final report. Your original budget is compared with your final budget. You will need to explain any large variations.

Don't skip sections unless directed to do so, and always double check your spelling and grammar before submitting the application. Some applicants find it helpful to write their answers in Word or other similar software programs to check for spelling and grammar errors then paste their copy into the answer boxes in the application.

When dealing with the online grant application portal be sure to save your log in and password credentials. In this online application portal, you will be able to work on your grant and save your progress. If you log out, you will need your credentials to access your application again. If you are awarded a grant, you will also need to access this portal to complete your final report.

.... And of course, do not miss the application deadline. This is the fastest way to fail in any grant writing process. Allow for time to fix any submission issues by submitting a few days before the deadline.

Please feel free to contact us with any questions.

Good Luck!

Ogden City Arts