



# Grant Writing Tips

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## General Tips

- ✓ **Request for Proposal (RFP):** Read all RFP Guidelines and Criteria carefully. Consider the budget, qualifications of partners, methodology and funders' priorities.
  - ✓ **Diversity and Inclusion:** Describe how your project will involve a diverse group of participants from within the community. Provide demographic information regarding the community or population benefiting from or served by the project.
  - ✓ **Sustainability:** Describe how the project or activity will be sustained into the future.
  - ✓ **Transferability:** Demonstrate how your project could be leveraged or replicated by other organizations in the future. Related questions: How would you take the lessons learned and teach other groups how to apply it? Who will learn from your efforts?
  - ✓ **Community Engagement:** Describe how your project will increase public awareness and support for watershed restoration and protection projects by the local community.
  - ✓ **Measuring Impact:** Quantify the results, outcomes and deliverables of your project. In the deliverable section, please fill out only the project deliverables that apply to your project, leave the others (that are not applicable) blank.
  - ✓ **Supporting Material:** Include photos, maps, site plans, maintenance plans, letters of support and other materials as needed and/ or required in the RFP
  - ✓ **Support:** Reach out to Trust program staff early for feedback.
  - ✓ **Deadlines:** Keep deadlines in mind and apply early - especially for rolling programs with set funding amounts. Late applications will not be accepted, and the online funding opportunity will close promptly at the deadline time (varies for different grant programs). Applicants are strongly encouraged to submit at least a few days prior to the deadline given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date.
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## Budget Tips

- ✓ **Excel form:** Only use the CBT budget template provided on our website.
- ✓ **Maximum Request:** Make sure the total amount requested does not exceed the allowable maximum request in the given grant program
- ✓ **Research:** Look up prices at the place(s) you will purchase the items before completing the budget.
- ✓ **Funding Restrictions:** Make sure to carefully review funding restrictions listed in the RFP. Example - The Trust does not fund food.
- ✓ **Identify all match for the project:** Know if the grant program requires match. Cash match – cash contributed to the project. In-kind match – donated goods or services, rather than cash.
- ✓ **Itemize Costs:** List individual expenses including quantity and price per item. As a rule, more information is better than less. Be as detailed as possible.
- ✓ **Salary expenses:** If requesting support for salary expenses you must provide detailed justification of the tasks to be completed, hours associated with those tasks and which positions (\$ /hr) will be performing the work. Do not combine personnel and indirect costs; personnel costs must reflect the actual hourly pay rate of the individual staff person for which the funds are being requested.
- ✓ **Volunteer Hours:** If applicable, be sure to include the total number of volunteer hours in the proposal. Please note that volunteer hours should not be included as in-kind or cash match.
- ✓ **Funding Alternatives:** Consider other funding sources; be prepared if your project is not funded.