GRANT WRITING 101: TIPS AND RESOURCES

Tips

- Remember, this is an opportunity to share information about your program or agency. Your objective is to give the potential donor an accurate account of your plans, as well as any prior progress, through clear and concise writing.

- Make an outline before you begin writing. Remember to include:

    - Information about the work you are currently doing and your past successes

    - Detail about the community you serve, and need for the services you provide. If available, include:

    - The number of people you serve

    - Census information on poverty rate and income for your area

    - Your capacity to take on the work you are proposing, including physical and human resources

    - A description of how you will track the success of your program. What measurable goals have you set, and what tools will you need in order to collect this data?

- Keep your language simple, and always have another person review your proposal before submission.

- Remember that your reader may not be as familiar with your work as you are, so try to avoid any confusing jargon, and clearly explain any acronyms you may use.

- Be sure to thoroughly check the application guidelines (usually found on the prospect's website) for any additional instructions you may have overlooked. Make sure you have answered all of the donor's questions, and be mindful of deadlines.

Resources

Always check online to see if your prospects have a website of their own. This will generally contain the most up-to-date funding priorities and application submission instructions.

For more tips on writing your proposal visit:
www.npguides.org

For researching foundation prospects visit:
www.foundationsearch.com
www.foundationcenter.org

Both of these require subscriptions in order to access information, but your local grant research library will likely have a subscription that is free for you to use.

For free background information on a specific prospect visit:
www.guidestar.org

CENTRAL TEXAS FOOD BANK
formerly Capital Area Food Bank

In partnership with **FEEDING AMERICA**™

The following provide grant researching resources for public use (alphabetically by city):

AMARILLO AREA FOUNDATION
Grants Center
801 S. Fillmore, Ste. 700
Amarillo, TX 79101
(806) 376-4521

ARLINGTON PUBLIC LIBRARY
George W. Hawkes Central Library
101 E. Abram St.
Arlington, TX 76010
(817) 459-6900

REGIONAL FOUNDATION LIBRARY
1009 East 11th St., 2nd Fl.
Austin, TX 78702
(512) 475-7373

SOUTHEAST TEXAS NONPROFIT DEVELOPMENT
CENTER
700 North St., Suite D
Beaumont, TX 77701
(409) 832-6565

CORPUS CHRISTI PUBLIC LIBRARY
Funding Information Center
805 Comanche St.
Corpus Christi, TX 78401
(361) 880-7000

DALLAS PUBLIC LIBRARY
Urban Information
1515 Young St.
Dallas, TX 75201
(214) 670-1400

SOUTHWEST BORDER NONPROFIT RESOURCE
CENTER
The University of Texas-Pan American
1201 West University Drive, ITT 1.404H
Edinburg, TX 78541
(956) 292-7566

UNIVERSITY OF TEXAS AT EL PASO
Community Non-Profit Grant Library
500 W. University, Benedict Hall, Room 103
El Paso, TX 79968
(915) 747-5672

FUNDING INFORMATION CENTER OF FORT WORTH
329 S. Henderson St.
Fort Worth, TX 76104
(817) 334-0228

HOUSTON PUBLIC LIBRARY
Bibliographic Information Center
500 McKinney St.
Houston, TX 77002
(832) 393-1313

UNITED WAY OF GREATER HOUSTON
50 Waugh Dr.
Houston, TX 77007
(713) 685-2300

TEXAS A&M UNIVERSITY - KINGSVILLE
Jernigan Library
700 University Blvd., MSC 197
Kingsville, TX 78363
(361) 593-3416

NONPROFIT MANAGEMENT AND VOLUNTEER
CENTER
1301 Farragut St.
Transit Center, 2nd Floor, East Wing
Laredo, TX 78040
(956) 795-2675

LONGVIEW PUBLIC LIBRARY
222 W. Cotton St.
Longview, TX 75601
(903) 237-1350

LUBBOCK AREA FOUNDATION, INC.
1655 Main St., Ste. 209
Lubbock, TX 79408
(806) 762-8061

NORTH RICHLAND HILLS PUBLIC LIBRARY
9015 Grand Ave.
North Richland Hills, TX 76180
(817) 427-6800

NONPROFIT RESOURCE CENTER OF TEXAS
110 Broadway, Suite 230
San Antonio, TX 78205
(210) 227-4333

UNITED WAY OF TYLER/SMITH COUNTY
Nonprofit Development Center Library
4000 Southpark Dr.
Tyler, TX 75703
(903) 581-6376

VICTORIA COLLEGE/UNIVERSITY OF HOUSTON
Victoria Library
2602 N. Ben Jordan
Victoria, TX 77901
(361) 570-4166

WACO-McLENNAN COUNTY LIBRARY
1717 Austin Ave.
Waco, TX 76701
(254) 750-5941

NONPROFIT MANAGEMENT CENTER OF WICHITA FALLS
2301 Kell Blvd., Ste. 218
Wichita Falls, TX 76308
(940) 322-4961