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
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