

# GRANT WRITING

**Following are some key points to keep in mind when writing grant proposals and targeting foundations:**

- Seek out community foundations or other funders/foundations with a special interest in your particular town or area. Big foundations won't usually support a very small project such as one residency.
- Once the funder is identified, phone/write for guidelines and deadlines. Follow instructions **exactly and precisely**. *Do not submit a late proposal—it will be returned.*
- If you don't understand the directions, it's okay to phone or write the foundation to ask for clarification. Personal relationships are important.
- Write clearly and concisely.
- The narrative should be about the children you are serving/helping, not about your organization's lack of money.
- If you have great quotes from a child or family or teacher, they can be powerful evidence in support of the worthiness of the project.
- If the narrative asks you to provide goals and measurable outcomes, keep them simple. A goal is a fairly broad statement of what you want to do, and the outcome is a way of measuring whether or not you've achieved your goal. For example, a goal might be: *"Increase students' access to the arts."* One way to measure that goal is simply by counting the number of children who participate in the MCT residency. Increased access is particularly attractive if your school (or community) does not offer any other youth drama program.
- Keep a copy of the proposal you submit.
- If at first you don't succeed, try, try again.