

VALARIE WARD

FOUR STEPS IN DEVELOPING A WINNING GRANT PROPOSAL

You need grant money.

But your nonprofit has a budget to keep.

That's why I've written these **Four Key Steps** in grant writing. The more information your organization can find on its own, the less money you have to spend on hiring a grant writer.

For assistance with any part of the grant writing process, contact:
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GRANT WRITING STEPS

A. Funding Sources

Research funding sources (such as foundations or government programs) that give to causes like yours. Be sure to maintain relationships with these funding sources.

★**TIP:** Check who is funding similar nonprofits in your area!

B. Proposal Research & Needs Analysis

Find a specific community problem that your organization aims to address. Then, research that problem. Are there any successful models in other communities you'd like to emulate?

After researching, develop a **Needs Analysis** based on this problem.

C. Boilerplate Content & Design

While every proposal is different, some content will remain the same in every proposal you draft, including: organization info & history, financial systems, board member bios, and your mission statement.

★**TIP:** This is great information to add to your company website!

D. Draft & Review Process

Once you have a funding source, RFP, research, and your company information, it's up to your grant writer to put it together! They'll ask the **Who, What, Where, When, Why,** and **How** of your project, include addenda, and often get a third party to review the proposal draft.

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