



GRANT WRITING TIPS

FOR HABITAT LEARNING LAB SCHOOLS

GRANT WRITING TIPS: TOP TEN LIST

1. **Know your audience** – Make sure your project’s goals match the goals of the grant you are applying for.
2. **Follow the guidelines listed** – Read and reread the guidelines provided, and follow them to the letter.
3. **Proof your application** – Have someone who is not involved in your project review your proposal to make sure that it makes sense and answers the questions appropriately.
4. **Honor deadlines** – Try to get your proposal completed and turned in ahead of the deadline to avoid any last minute complications.
5. **Keep it clear and concise** – Only answer the questions asked, and do not include any additional information or attachments if the grant application does not request it.
6. **Submit your reports** – Be sure to follow the guidelines and submit any and all follow-up reports on time.
7. **Passion must be evident** – If possible, be sure to convey how important your project is to your students, the school, and the community as a whole.
8. **Tailor your application to the program goals** – Stay focused and do not include any other projects in your proposal. Also, be sure to demonstrate how your specific project meets their grant program’s goals.
9. **Plan ahead** – Before applying for grants, reach out to your local Habitat Lab Specialist. It also helps to put your thoughts and ideas on paper using the Habitat Learning Lab’s Program’s Master Plan worksheet.
10. **Be correct** – Do the necessary research before filling out any grant applications to ensure that you have a true picture of the scope and details of your project.

LOCAL FUNDRAISING OPPORTUNITIES & SUPPORT

- School System “Partners-in-Education” Businesses
- Parent-Teacher Associations or Organizations
- Local County Commissioners
- Local Garden Centers
- Plant Rescue Groups
- Local Soil & Water Conservation Offices
- Student-Lead Fundraiser
- Local Master Gardener Groups
- Local Churches