

## General Grant Writing Tips

When you submit an electronic application, you are competing with other worthy arts organizations for funding. Whether you are new to grant writing or a seasoned veteran, please consider following a few basic grant-writing strategies that will help strengthen your application.

- Review the guidelines and instructions carefully.
- Plan ahead. Before developing the first draft of the application, gather the appropriate information:
  - Organizational calendar (administrative activities, arts programs, etc.)
  - Demographic information
  - Strategic planning documents
  - Last year's application (if applicable) and panel review notes
  - Budget information
- Consult with [IAC Program Staff](#) on any questions, interpretations, etc. We can advise on the appropriate grant program answer questions related to the guidelines, and even review draft applications.
- When drafting the application – SAVE OFTEN! Unless your work is routinely saved, unforeseen incidents such as a computer lock-up will cause lost data and work time.
- Be concise, longer does not necessarily mean stronger. Concentrate on the basics – who, what, when, where, why, and how. **DO NOT** upload additional pages. If the box is too small for your answer, you are not being concise enough.
- Remember that the information contained in your grant application will be the first contact the panelists have with your organization.
- Allow yourself enough time to write, edit, and assemble the necessary materials for your grant application.
- Make sure the narrative and budget match.
- Double check for grammatical and typographical errors. These small details may negatively impact panelists' perception of your organization. We HIGHLY recommend having someone else read your application prior to submission.
- Most importantly, submit your application on time. We cannot accept application received after the deadline.
- On your budget pages, be sure the income and expense totals match. Further, follow guidelines available [here](#) for in-kind donation information.