



MISSION
PROJECT SERVICE

TOP 10 GRANT WRITING TIPS

**TIPS TO HELP YOU BE A
STRONGER GRANT WRITER**

Grant writing tips provided from the
Mission Project Service faculty and staff

TIP ONE

Conducting a Pre-Analysis of Potential Funders

We want to emphasize the importance of conducting a thorough pre-analysis of potential funding agencies/foundations before you begin the grant writing process. We recommend the following two-step approach:

Step one: use the index charts in the MPS Funding Guide to identify prospective funding agencies/foundations for your project and generate a list of potential targets.

Step two: take the time to visit and review the websites of the agencies/foundations you have targeted and use the information you learn to further refine your list.

Your initial investment of time will more than pay off by clarifying which funders are the best fit for your project and, therefore, most worth pursuing.

TIP TWO

Focus on The Narrative

Our next tip is to focus on the narrative! We encourage you to paint a picture of the project setting for the foundation staff that will be reviewing your application and possibly be funding your project.

We have found that many applicants have found success when they help to give the foundation staff the opportunity to see what it is like for the missionaries and why the project will create a large impact in your area.

TIP THREE

Focus on The Outcome

Our next Grant Writing tip is to focus on the outcome. The outcome is the evidence-based information that can provide the impact your project will make. For example, a new school will help to provide 500 children with education, or a vaccine can help 1,000 people stay healthy in the community. This is the evidence-based indication that can help to state the importance and impact that your project holds, and when used properly, it can be very persuasive!

TIP FOUR

Focus on The Unique Reasons as to Why Your Project Should be Funded

Our fourth Grant Writing Tip is to focus on the unique reasons as to why your project should be funded. Emphasize the elements that make your project different, and use them to your advantage! Things to consider include the challenges your project hopes to address, the specialized skills you have, or the location and community your project serves. By highlighting unique features, problems, and/or solutions in your grant application, your proposal will certainly stand out from the crowd!

TIP FIVE

Focus on Dedication

Our fifth Grant Writing Tip is to focus on dedication. Dedication to the ministry, dedication to the location you live in, and the people you serve. A successful proposal needs to show your dedication to the problem you are trying to solve.

And, on a more personal note, if your proposal is initially rejected, we strongly encourage you to try again. Many funders will remember your project if they see it more than once. When you stay dedicated and continue to try, funders will be reminded of your goals, the location, and your commitment to the community.

TIP SIX

Focus on Relationships

This week we'd like to focus on relationships with your local bishop. When it comes to grant writing for missionary projects, we often find that having the support of your local bishop can be a factor in getting your projects funded. Please note: often, grant applications will refer to the bishop as the 'local ordinary'. To ensure that you have the support of your bishop, we suggest the following tips:

- Keep the local bishop and his vicar-general informed of your priorities.
- Become aware of the local bishop and diocesan/archdiocesan priorities.
- Reach out to the local bishop and his staff to ask for project funding advice and support!

TIP SEVEN

Build A Relationship With The Foundation Itself

This Grant Writing Tip is to remember to build a relationship with the funding foundation itself. This can be as simple as sending an occasional letter or email thanking the funder for what they do. This kind of interaction can be very impactful to keep your mission on the top of their mind, even if you don't initially get funded.

A great way to build a strong relationship is to continually reinforce your congregation's commitment to the area. You can convey this to the foundation by reinforcing how long you've been in a particular area. It can also be conveyed by emphasizing how the project you're looking to get funded is perfect for what your mission can provide.

TIP EIGHT

Get Feedback on Your Proposal

This Grant Writing Tip is all about Feedback! Make sure that prior to submitting your grant application, you solicit and accept an objective view of your proposal. Unfortunately, the closer we are to a situation, the more apt we are to lose sight of objectivity. Therefore, once you complete an initial draft of a grant application, be sure to have someone who might not have a direct relationship with your project review your proposal and have them give you honest feedback about it. Accept the feedback, make adjustments and be willing to fine-tune your work to make the best case possible for your cause/project!!

TIP NINE

Articulating the Need

This Grant Writing Tip is about understanding and articulating **NEED!** A well-written grant proposal demonstrates to funders that there is (1) a **NEED** for the project (2) the **NEED** is **IMPORTANT** (3) the **NEED** is currently **UNMET** (4) you are the best choice to address the **NEED!**

TIP TEN

Pay Attention to Deadlines

This tip is a simple one, but an important one. This MPS Grant Writing Tip is to always pay attention to deadlines. We strongly encourage you to not miss deadlines. The easiest way for you to not get funded is by missing the deadline for an application.

Many funders would like to provide funding to as many organizations as possible, however, they often have to reject many applications. The quickest way to have an application rejected is by missing the deadline to submit! So make sure you are aware of deadlines and you are making an effort to meet them.

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