



## Youth Initiative Grants: Grant Writing Tips

### Understand the grant you are applying for

This may sound straight forward, but making sure you understand the purpose of the grant is one of the most important parts of your grant application! Ask yourself the following questions:

- Does my project meet the grant criteria?
- How does it engage youth?
- How does it have an impact on the community as a whole?

**TIP:** Give yourself enough time to write the grant application and get all the support material together

### Include a concise but detailed description of your group and project

The advisory council may be hearing about the project for the first time in your grant, so clearly and carefully explain who you are and who the agency you are partnering with is.

- Include background on the bigger picture/problem you are addressing, and *THEN* the actions you are taking to address it.
- Keep it real. Stick to the facts and don't exaggerate the need for or the impacts of the project
- Tell us *why* you are excited about the focus of your project, why it matters to you and to your community. Then tell us *how* your project will work to make a positive impact.

### Measurement of Impact

Granting agencies want to know that there are going to be positive outcomes from your project

- Clearly describe how your project will make a difference:
  - WHO will it help and HOW
  - How will it affect youth specifically
  - How will it help the community

**TIP:** Don't forget to include how you plan to measure the impact

### Project Budget

Clearly explain where funding will be spent when completing your budget.

- Provide detail for your budget items
  - Example: instead of 'marketing materials' include specifics such as posters, pictures, pencils etc. and the cost breakdown (i.e. printing 20 posters @\$ .75 each = \$15)
- Mention other funding sources/in kind donations that will go towards your project (if you have other funding sources)

### Proofread

Have someone else proofread the grant application for spelling, grammar and clarity. We all make mistakes and sometimes we need help catching them.

#### Looking for additional grant writing resources?

- Blog Style: <http://www.atplayconsulting.com/resources/grant-writing-tips/>
- Advanced: [https://www.richmond.ca/\\_\\_shared/assets/Tips\\_for\\_Grant\\_Writing42455.pdf](https://www.richmond.ca/__shared/assets/Tips_for_Grant_Writing42455.pdf)  
<https://www.youthcentral.vic.gov.au/advice-for-life/finances/grants-for-community-projects/how-to-write-a-grant-application>
- Arts-oriented but has good tips: <https://www.youtube.com/watch?v=WddrcheOYkA>