

## **Top 10 Ways to Increase the Odds of Getting Your Nonprofit Program Funded**

1. READ the Request for Proposal carefully. Read every line. Highlight and take notes. Use the RFP outline as your proposal outline.
2. Create a grant development team. Don't be a lone ranger. Assign different tasks and have several pairs of eyes read the proposal before submitting.
3. Create a grant development plan of action with timelines and roles assigned to the team. Some items that might be in your plan are: review rfp, draft program plan, create budget, and secure letters of support.
4. Know your program's 5 "w"s. Write out what are we proposing to do, where, when, with whom, and why. Get clear on these five and it will make your proposal stronger.
5. Write a broad needs statement. What does the problem you're addressing look like at the nationwide level and at the state level. Find statistics to back up your statement.
6. Write a specific needs statement. What does the problem you're addressing look like in your local community. Is it worse than at the national or state level –if so – state that in the proposal.
7. Know your resources. What resources do you already have to bring to the project? What resources do you need?
8. Have a clear and detailed budget. Make sure every line item in the budget is mentioned in the proposal narrative. Detail out how you came to the numbers you are requesting. For example: Office supplies: \$100/month for 12 months = \$1,200, or Program Director: 10% time at \$45,000 salary = \$4,500
9. Have clear outcomes. What will your project accomplish and how will you know it?
10. Follow submission instructions to the "t." Is the proposal supposed to be single or double spaced? How many copies are required? Do they want the signature in blue ink? Mail it to the correct address!