



THE UNIVERSITY OF ARIZONA
COLLEGE OF HUMANITIES

Writing Skills Improvement Program

Tips for Writing Grants

Researching grants available in your field takes time. As you start your research, consider the following points to narrow your search:

- 1) Research the grants available in your field and learn about the grant type. Is it a full application? An online form? What are the requirements?
- 2) Do you know anyone in your field that has applied for similar grants? If yes, ask for submission tips or directions.
- 3) Learn about the grant source and audience. Knowing your readers will help you to define your content, tone, and voice.

Once you have found a grant to apply to, organize your writing process:

- 1) Determine the main sections of the grant application. What information goes in which section?
- 2) Focus on your purpose and goals, and clearly express the importance of the gap you will fill by doing the project. How will your research benefit the funder?
- 3) Be explicit about how and why your project is feasible with the resources and time allotted by the grant.
- 4) Follow directions. Do not skip sections or offer information that is not requested.
- 5) As you start writing, be concise, avoid repetition, and use active sentences.
- 6) Before the final submission, revise, edit, and proofread your writing.

