

MUSIC GRANT WRITING

Know in detail:

- What do you want to do?
- How do you plan to do it?
 - Where, when, with what materials.
- Why you want to do it?
- What results and impacts do you expect from it?
 - To your career, to the public.
- What factors give you a reasonable chance of success?
 - Your skills, previous experience.

Look at your Project – Answer the following questions:

- What do you want funded?
- What do you expect to achieve?
- Why is it important to do this?
- Why is the project worthy of funding?
- How do you plan to do this project?

DRAFT THE PROPOSAL

Methods:

Describe the activities to be undertaken in order to complete the project.

- Clearly describe project activities.
- State reasons for the selection of activities.
- Describe the sequence of activities.
i.e. timeline
- Present a reasonable scope of activities that can be completed within the time and resources of the project.

Further or Other Necessary Funding:

Describe a plan for continuation beyond the requested project or the availability of other grants/resources required to complete the project.

- Present a specific plan outlining future funding plans.
- Describe how other funds will be obtained if necessary to implement the project.

BUDGET

Clearly define and outline costs associated with the project.
Expenses and income are to be noted on the budget summary.

- The budget should correspond directly to the written proposal, support it, and give it detail and credibility.
- Is detailed in all aspects.
- Contains no unexplained amounts of miscellaneous or contingency.
- Is sufficient to perform the tasks described in the written proposal.
- Arithmetic is correct.
- Does not contain ineligible items or activities.
- As you prepare the budget, remember:
 - Be realistic – do not inflate costs.
 - Create a budget that supports your need for funding.

REVIEW, EDIT, PERFECT

Have a third party read your proposal. Revise to clarify.

Carefully reread the grant requirements and guidelines:

- Have you supplied all the requested attachments and materials?
- Have you answered all the questions?
- Have you signed the application form?
- Have you labeled and identified each section?
- Have you copied and collated the required copies?
- **Is it readable?**

SUBMIT

- Mail required materials by the deadline date specified in the grant guidelines. Applications and support materials must be received by, or be postmarked on or before, the program deadline date. If a deadline falls on a statutory holiday or weekend, applications will be received on the next working day.
- Keep a copy of all the material submitted including the guidelines.

TIPS

- Don't make a mystery out of your proposal.
 - Start with the most important point.
- Convince the jury of the significance of your project and its purpose.
- Write from the reader's viewpoint, not yours.
 - "If this arrived on my desk, would I fund it?"
If not, redo it!
- Use a *Table of Contents*.
- Keep your paragraphs short – present only one main thought per paragraph.
- If you have trouble getting started, begin with the budget. It has a way of defining the methods and objectives.

LETTERS OF SUPPORT

When requesting letters of support from others, outlining the following to them:

- The basic outline of your proposal.
- What the criteria for decision-making will be.
- Suggest how they might address the criteria.
- Request that the letter be personal and include detail.

REASONS WHY PROPOSALS ARE TURNED DOWN

- The proposal is strong on ideas but lacks detail.
- The objectives are too ambitious in scope; it is not clear how they can be implemented.
- The proposal is poorly written and hard to understand.
- The funds requested do not relate directly to the objectives of the project.
- Omitting requested information.
- The budget doesn't add up.
- Suggestion that the Foundation owes the applicant support.
- General sloppiness – crayon not accepted.
- Proposal submitted late.