



GRANT WRITING 101

WORKSHOP TIPS & TRICKS

This document will
outline how to
effectively write a
grant based on SAF's
Grant Writing 101
Workshop



START WITH AN IDEA!



DO YOUR RESEARCH!

- Look into different funding options
- Find what aligns with your project
- Reach out! Introduce yourself and project and ask questions
- Network with other projects and funders to find out more options available to you



GRANT GIVING ORGS (CONCORDIA SPECIFIC)

- Concordia Council on Student Life (CCSL)
- Concordia Dean of Students Office
- CSU Special Projects Fund
- Sustainability Action Fund Concordia (us!)



TIME TO WRITE



- Check criteria and guidelines specific to each granting body
- Tailor applications to the specific granting body
- Use the application form to guide your structure and to know what to emphasize
- Really focus on your elevator pitch and how to tailor it to the granting body - if they don't like your elevator pitch they may not read further!



WRITING TIPS

- Reference goals of the project that directly align with the mission of funder/grant (use their language/phrasing!)
- Look to develop partnerships or solidify relationships with other organizations that increase success of project
- Use active and positive language
- Structured formatting, clear language, concise descriptions
- Make it accessible for people who have no prior knowledge about the field of focus of your project
- Use your resources - if you know a board member or volunteers try to get feedback



A BIT ON BUDGETS

- Try to include overhead expenditures
 - ex. amount of time staff spend on expenditures
- List every expense - including in-kind donations
- Write sources of income in detail - write if the sources have been confirmed or pending
- Is there a funding gap?
 - display that as a need for the grant
 - include a contingency plan for unconfirmed funding sources
- Give context where possible
- Categorize expenses where it makes sense to
- **WHEN IN DOUBT - BE AS SPECIFIC AS POSSIBLE!**



STAKEHOLDERS AND TIMELINE

- Apply as early as possible
- Create clear timeline of your project and its phases
 - Remember to account for time it takes to get your application reviewed
- Identify primary stakeholders
 - What other orgs/groups do you want to partner with?



OUTREACH PLAN

- How will you reach your intended audience?
- How will the funder be recognized for their contribution or support of your project?
 - For some funders/sponsors this will hold more weight
- Examples
 - Funder's logo on promo material
 - Speaker from the funding organization speaking at your event
 - Mention funding organization in any media



TRACK SUCCESSES AND LESSONS LEARNED



- Demonstrate long-term impact or goals of your project by describing metrics
 - This helps your funders see how much of an impact your project could have and if the scope of your project is feasible with the amount of funding requested
- Examples of metrics
 - number of attendees
 - survey feedback
 - online/ social media engagement
 - number of stakeholders/partnerships
 - number of volunteers
 - and more!

SAF SPECIFIC TIPS

- Determine eligibility!
 - we have 2 types of project funding you can apply for - learn more on the next page
- [View our funding opportunities](#)
- Do you and the project meet our criteria?
 - [Look at our criteria on our website](#)
- Read our application completely and fill out a draft
- Submit your draft application to our Project Coordinator for feedback

SAF FUNDING TIPS CONT'D

Our sustainability project funding is available to Concordia students with projects addressing the following themes:

1. Food
2. Community
3. Social Justice
4. Energy, Resources, Technology
5. Education
6. Health and Wellbeing
7. Waste

SAF FUNDING TIPS CONT'D

The Sustainability Living Labs Funding Program is a partnership with Concordia University to fund projects addressing goal(s) and targets of the universities Sustainability Action Plan and it's 5 streams:

1. Food Systems
2. Zero Waste
3. Climate Action
4. Sustainability in Research
5. Sustainability in Curriculum

[Find out more here!](#)

SAF FUNDING TIPS CONT'D

Our Criteria:

- Innovation
- Probability of Success
- Holistic Approach
- Cost-effectiveness
- Project Impact

SAF FUNDING TIPS CONT'D

Don't forget to address our mission!

"To build an inclusive culture of sustainability at Concordia University by enabling, supporting, and financing projects that tackle interconnected environmental, social, and economic issues."

**We can't wait to
hear about your
project!**

