

## Tips for Grant Writing

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Happy New Year! Start your grant writing year off right by using these valuable tips that were provided to us by Susan McKeown, Redevelopment Coordinator for the City of Elizabeth. If you attended our *Grant Writing Made Easier Workshop* at the League's Annual Conference this past November, you may have seen Susan on the panel.

- ❖ Check governmental websites such as the State of New Jersey at [www.nj.gov](http://www.nj.gov), the catalog of Federal Domestic Assistance at [www.cfda.gov](http://www.cfda.gov), as well as the U.S. Department of Justice Programs at [www.ojp.gov](http://www.ojp.gov) for grant postings.
- ❖ Once a grant application is received, it is important to:
  - Note the deadline
  - Note what information is required by the grant
  - Note what information would support the grant
  - Note what the instructions or guidance dictate
- ❖ When applying for a grant, check to see if authorization from your governing body is required in the form of a resolution, which should accompany the application. Be aware of the schedule of your City Council or voting body in reference to the grant deadline.
- ❖ Contact the necessary personnel or individuals that you will need information from as soon as possible, in order to allow yourself enough time to apply the data to the specifics of the grant within the constraints of the deadline.
- ❖ Maintain a focus throughout the grant and identify your target audience.
- ❖ Convey your municipality or organization's need to the reader, as well as what makes your organization unique.
- ❖ Within the grant, answer questions such as:
  - Why does your municipality or organization need this grant?
  - What services or equipment would this grant provide that could not be achieved without the grant?
  - Why can these services or equipment purchases not occur without grant assistance?
- ❖ Demonstrate financial need and impact on overall quality of life.
- ❖ Identify if matching funds are required and what sources are available to provide match.
- ❖ Include support letters.
- ❖ Send grants registered mail or via mail service for tracking capability.

*Susan McKeown is the Redevelopment Coordinator for the City of Elizabeth. She is responsible for receiving the largest grant in 2003, for Assistance to Firefighters. This grant provided self contained breathing apparatus to firefighters. Susan was a member of the Grant Writing Made Easier panel at the League's 90th Annual Conference in Atlantic City.*

If you have any questions regarding grant writing, please feel free to contact Bohse & Associates, Inc. at 732-291-8038, or email Pat Bohse, president of Bohse & Associates, Inc. at [pbohse@bohse.com](mailto:pbohse@bohse.com).