

## **TIPS FOR CHILD NUTRITION GRANT WRITING**

*This guidance is intended to strengthen grant applications and does not guarantee funding.*

### **1. UNDERSTAND THE PARAMETERS AND PRIORITIES OF THE GRANT**

Be sure that the item(s) or services that you are requesting funds for are eligible within the specific parameters of the grant. In addition, your request should address applicable funding priorities that are detailed in the grant overview. The strongest applications are concrete and request funding that helps build capacity within your organization to serve meals to children and teens in a sustainable way.

### **2. FULLY COMPLETE THE APPLICATION**

Grants are typically evaluated using a matrix and every answer or section receives a numerical score. If questions are left unanswered, they will be scored as a “zero.” If questions are very briefly answered without providing detail or explanation, they will not receive full points. While sometimes you may feel that your answer is not particularly strong, you should still complete it to the best of your ability.

### **3. MAKE SURE THAT YOU ANSWER EACH PART OF EVERY QUESTION**

There are often multiple parts of a grant question, and each part should be fully answered to receive maximum credit. For example, budget-related questions ask for items to be categorized with descriptions and costs estimates that have been researched and vetted. In addition, “how” questions, such as “how will funding this project increase participation?” are especially challenging. Be sure to answer the “how” part and not just explain the request again.

### **4. TELL YOUR STORY**

The strongest grant applications that Project Bread receives are told in the voice of the applicant. You know your communities best and you are passionate about helping them so let that show through in your grant application. Give details, examples, quotes from families, etc. so that we fully understand the challenges from your personal experience and perspective. You do not have to be a trained grant writer to include a strong anecdote!

### **5. USE DATA TO BACK UP YOUR STORY**

Data is extremely important in any grant application and is used to translate your “story” into quantifiable need. The most common data used in Project Bread grant applications are related to participation and demographics. While free & reduced percentage is certainly a significant factor in deciding allocation of funds, there are other ways to illustrate need in your community.

In addition to pertinent school data (participation, free & reduced, direct certification) you may also want to reach out to town or city officials for more detailed demographic community data. Use as much strong data as possible since quantitative measures provide significant support for your grant request.