

Responsive Grants Program Proposal Writing Tips

Getting Started

- Read application guidelines and instructions carefully.
- Verify that your proposed project fits within the guidelines.

Proposal and Budget

- Clearly explain your proposed project, including what exists today and what change will result with funding from Sierra Health Foundation.
- Answer all questions clearly and concisely.
- Check for consistency between the project description, budget narrative and budget line items.
- Make sure your proposed project budget reflects the resources needed to carry out the project, including funds from other sources and in-kind resources.

Before You Submit Your Proposal

- Allow sufficient time to complete the proposal and proofread it. Give yourself time to write a draft, let it sit and then review it – don't rush!
- Have someone who is not involved in the project in any way read and critique your draft application. Have them tell you what they think you're applying for based on your application.
- Complete all fields, check boxes and percentages on the Application Cover Sheet.
- Ensure the organization's name on the Application Cover Sheet matches the 501(c)(3) documentation.
- Review the Application Materials Checklist to ensure all documents are included in the proposal package.

Questions?

- Send your questions to grants@sierrahealth.org