

# GRANT BASICS

## When to Apply?

*Only if you have all three ingredients!*

### IDENTIFY A FELT NEED

Name a specific concern or hope that, if addressed, will improve the lives others, the wider community, or yourself. Be clear about why there is urgency in doing something about this now.



### CRAFT DETAILED PLAN TO ADDRESS NEED

Who? What? Where? When? How?  
Map out who will benefit from your effort, what the intended outcomes will be and how will you know if achieved them, how you will address the need including specifics like activities, timeline, and required resources including people and detailed budget



### DESIRE & COMMITMENT TO EXECUTE THE PLAN

You (and those you hope to impact) must be passionate about addressing the identified need and determined to following-through on the plan as described if funded; if for work, secure the support of your supervisor before applying



## How to Apply to Increase Success?

*Tell a compelling story in the format outlined by the funder*

**CONNECT YOUR PROJECT TO FUNDER'S PRIORITIES**

**READ DIRECTIONS CAREFULLY & FOLLOW THEM ALL**



**WRITE CLEARLY & CONCISELY**

**PROVIDE SUPPORTING DOCUMENTATION AS REQUESTED**

*"Without a vision the people lose restraint; but happy is the one who follows instruction."*

**PROVERBS 29:18**

## Helpful Links

"Grant Writing Basics, 11 Things You Need to Know" from Instrumentl  
<https://www.instrumentl.com/blog/grant-writing-basics>

Diocese of Portland Lay Continuing Education & Formation Endowment Fund  
<https://portlanddiocese.org/lay-grants>