Grant Writing Tips
Colorado State Forest Service

When applying for grants keep in mind there is never enough money for all projects and competition is tough and getting tougher. Your grant application will not always succeed but learn from your rejections, but also learn from your successes.

Before submitting the grant, always:
- Triple check all fields are completed in the correct section
- Triple check that all appropriate boxes are checked
- Use all available space but be succinct
- Check the math

The following are topics to consider when writing a grant proposal. These topics may not be appropriate for all grant applications, base the submission on the grant instructions and criteria.

❖ **Give a brief overview of the project and the project area. Specify size of project and land ownerships involved.**
  - Project overview
  - Objectives
  - Management history
  - Area (size) the project will cover or influence
  - Surrounding ownership (if applicable)

❖ **Briefly describe the scientific foundation for the project, specifically the practice standards applied for the desired outcome of project.**
  - Current conditions
  - Density
  - Forest composition
  - Specify which CTC Project Standards you will adhere to

❖ **Describe how the proposed project will contribute to improving the current conditions of the project area or community.**
  - List the communities affected and/or protected

❖ **Provide a brief scope of work which clearly describes how grant funds will be spent**
  - Who will do the work and who will be involved
  - What equipment will be used
  - When will the project be completed
  - How will the project be completed
    - Project specifics
    - Project layout
    - Project administration
  - What is the outcome of the project, aka what is the desired goal?

❖ **Provide a timeline for the project, including significant accomplishment milestones**
  ➢ Timeline should be based on the deadlines in the grant
    ▪ If they are not, explain
  ➢ How will success and progress be measured during the project?

❖ **Specify the entities that participated in the design of this project and describe how such partners will continue to contribute to, or participate in the project's implementation.**
  ➢ The more the merrier
  ➢ Look at all phases of the project
  ➢ It is helpful to document the support of all partners (i.e. through a letter of support)

❖ **Clearly demonstrate the long-term benefits of the project and how the project will remain effective over time.**
  ➢ What are the long-term benefits?
  ➢ What actions are proposed to sustain benefits long term?

❖ **Attach a map of project area, if appropriate.**
  ➢ Include map basics
  ➢ Ensure the project area is clearly outlined
  ➢ An outside reviewer must be able to understand the project's location
  ➢ Is the map clear and easy to read?
  ➢ Don't leave a reviewer room for assumptions or misinterpretation

Before submission of the grant, make sure you have:

  ▪ Demonstrated that the project is achievable

  ▪ Shown that the success of the project can be measured

  ▪ Clearly outlined the plans for future maintenance

  ▪ Identified the CTC Project Standards you will adhere to

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