

**the
wheel**

**Stronger Charities.
Stronger Communities.**

GRANT WRITING TIPS AND TRICKS



@The_Wheel_IRL



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YOUR TRAINER



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HOUSEKEEPING

POLL

How would you rate your
grant writing experience?

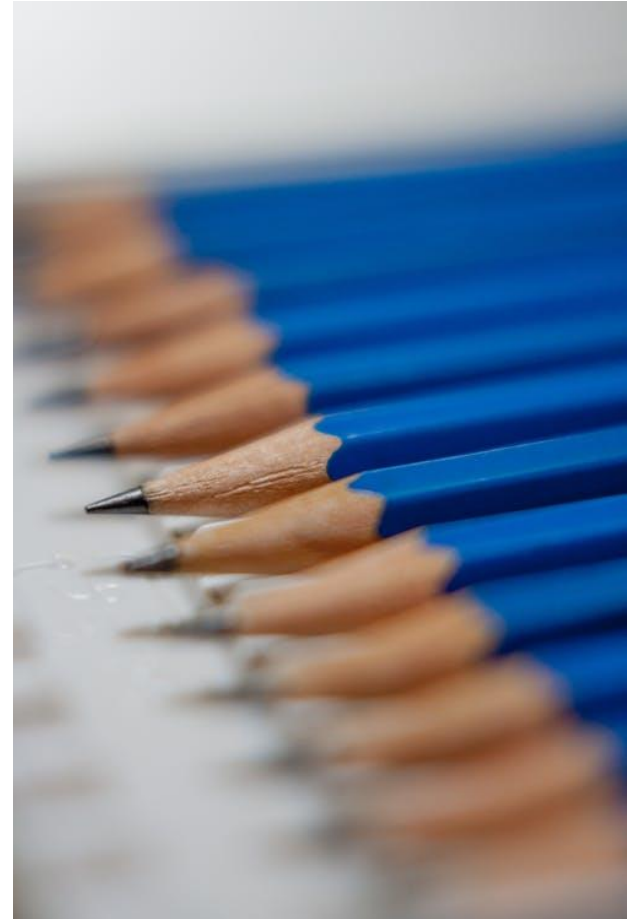
AGENDA

- Preparing for success
- Analysing grant opportunities
- Project development process
- “The Rules”
- Results



PREPARING FOR SUCCESS

- Long and short descriptions of your organisation
- Past projects
- Reach, capacity, resources
- CVs and Bios
- Project management methodology
- Daily rates and other standard costs
- Common supporting docs
- Know your USP – have an explanation ready

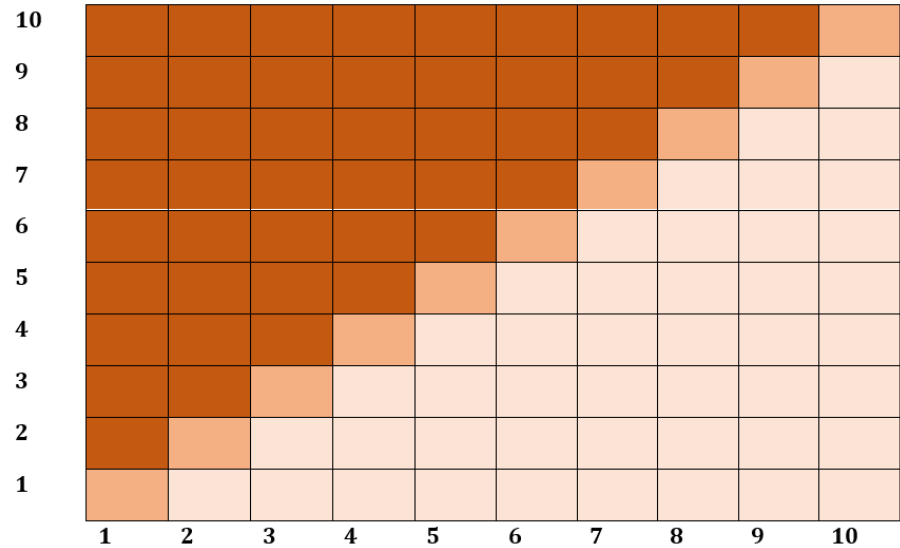


ANALYSING GRANT OPPORTUNITIES

Rating system:

- A. How impactful would this project be on your strategic objective(s) on a scale of 1 – 10?
- B. How resource and time intensive would the project be on a scale of 1 – 10?

Y = Impact on Strategic Objectives



X = Resource and time intensity

Low potential	To be considered	High potential
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PROJECT DEVELOPMENT PROCESS

- STEP 1: Do your research
- STEP 2: Consult the relevant people
- STEP 3: Develop a **concept note**
- STEP 4: Get buy in
- STEP 5: Get writing
- STEP 6: Draft circulation
- STEP 7: Submission

CONCEPT NOTE

- Zone in on your idea
- Be specific
- Do your research

Use the **Problem -> Solution**
-> Impact Approach

Project Concept Note Template

Working Title	
Funding body	
Funding Programme	
Duration	
Deadline	<i>Mention deadline for initial feedback as well as funding deadline.</i>
Budget	<i>Estimated?</i>
Strategic objective(s) addressed	
Funder strategic objective(s) addressed	
Partners/stakeholders	
Target groups	<i>Be specific.</i>
Rationale	<i>Use reputable sources.</i>
Key outputs/activities/events of this project:	<i>List Don't forget to say why you are doing them and what impact they will have!</i>
Summary	<i>Describe the project overall</i>

PROBLEM -> SOLUTION-> IMPACT APPROACH



Problem

What is it?

What impact is it having?

What will happen if it continues?

Solution

What is it?

Why does it work?

What evidence is there to support that it works?

Impact

What

specific **objectives** and **results** will you achieve?

Be bold – leave the funder feeling optimistic!

TERMINOLOGY

- **Goals:** Big, ambitious, long term desired results (vision)
- **Objectives:** Specific, measurable, shorter term
- **Results:** Predictable, measurable results that can be measured against key performance indicators
- **Outcomes:** More complex, unpredictable, possible results that can only be speculated about
- **Outputs:** A tangible thing produced by the project

Q&A WARNING!

“THE RULES”

Preparation

- Read the guidelines
- Do your research
- Align with strategic objectives

Writing

- It's not about you
- KISS principle (keep it simple, stupid/keep it stupid simple)
- Be specific!

“THE RULES”

- Read and answer the question (the **key word method**)
- Assume the reader knows nothing
- Mirroring language: A balancing act
- Understand the whole picture – invoke your inner toddler.
- Use the active voice, i.e. “We will create a new programme...” vs “A new programme will be created...”
- Remove “we think” “we believe” “we feel” wherever possible
- Headings, subheadings, bullet points – avoid blocks of text
- Proofread, proofread, proofread

SUCCESS!



REJECTION



Q&A

FUNDING SUPPORTS

SUBSCRIBE TO FUNDINGPOINT

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Fundingpoint is The Wheel's online database of funding grants for the Irish community and voluntary sector.

800+

HUNDREDS OF FUNDING GRANTS

X 12

DOZENS OF FUNDING DEADLINES

1

EXCLUSIVE MONTHLY NEWSLETTER



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs



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