The nccPA Health Foundation is passionate about supporting certified PAs and PA students to improve the public's health and access to affordable care. Learn more about our available grant programs at **www.nccpahealthfoundation.net**.

Getting Started

- **Research the nccPA Health Foundation (or other funding agency):** What are its mission and goals? What are its values? How can you tie to those goals and values?

- **Review grant proposal guidelines:** Not following the funders' rules limits your proposal's potential at the outset.

- **Brainstorm ideas:** Develop a practical project that fits the mission of the funding agency. Draft a one-sentence description or goal for your project.

- **Look for partners:** Identify and reach out to potential partners for ideas and/or commitment to project.

- **Commit ideas to "paper":** Develop an outline that begins to organize your plan. Follow your proposal from idea through post-execution. Fill in gaps that you find and identify contingencies.

- **Organize ideas into objectives and activities:** If the funder specifies a format, follow it. If not, choose a narrative or table format that will allow you to most quickly convey the steps that you plan to take.

- **Construct a timeline:** Be thoughtful about how long activities will take, and be sure to have considered any timeframe that the funders have specified for their review process.

- **Estimate costs:** Determine what's allowable by the funders before estimating costs. Consider "hidden" costs, such as shipping or taxes. Use realistic estimates and have a contingency for any unused funds or remaining supplies to give the funders confidence that *their* resources will be used to maximum advantage.

- **Identify how you'll know you've succeeded:** Funders want to see the impact of their support, so explain what success looks like. Be sure your description is meaningful but realistic.

Tips for Writing Your Proposal

- Follow directions and include all required components. Resist the temptation to add appendices or attachments to "expand" your grant narrative unless it's *imperative* to the explanation of your project.

- Use the requested format/font; stay within the page limit and always number pages.

- Develop a descriptive title that provides reviewers with a sense of your project.

- Use section headings to help reviewers quickly find information that they are looking for in the proposal.

- If specific criteria on which the proposal will be evaluated are available, make sure to address each item in the proposal. It's what the reviewers will be looking for when they read the proposal.

- Keep it simple: submit an easy-to-read, concise proposal that avoids unnecessary verbiage.

- Write your proposal from the point of view of those who will benefit from it: talk about their needs and how your program will help them.

- If you're able to write a personal statement, use that opportunity to show your passion, enthusiasm, and commitment to the program. Enthusiasm is contagious, but remain professional.

- Write abstracts or summaries last. Be sure that you've fully fleshed out your proposal and use the abstract or summary to emphasize your key points.

- Proofread and edit: When you are ready, let someone else read your proposal and provide feedback; and remember your proposal should be easily understood by someone unfamiliar with your project.

- Begin with the end in mind: If the request for proposals provides any details about what is expected of grantees when the project is completed, be sure to consider and address those items in your proposal.

Be the Change