

# Proposal Writing Guide for Funding and Grants



What makes a **good** proposal:

- 1) Submitted on time
- 2) Word length – not too short, but not too long
- 3) Picture/Sketch – a picture says 1000 words
- 4) Clear explanations of the purpose/what the project will achieve (succinct)
- 5) Quotes are necessary if materials etc are required for the task
- 6) Breakdown of what the costs are to be used for if multiple items required
- 7) Typed proposals allow for easy reading. Good presentation **is** the key – make the person reading the document feel good about reading the document – they're more likely to approve your proposal if they do
- 8) Not requesting the full amount – contribution by the club is advantageous

*Hint: Applying for funding for a new fence for Disneyland Bowls Club:*

Pictures – if you're applying for funding for a new fence – include a picture of the proposed fence – and/or the sketch the area where the fence will be constructed

What makes a **bad** proposal:

- 1) Poor presentation (pages not numbered – pages not stapled together/attached – coffee cup stains etc). Difficult to read hand-writing
- 2) Requesting more money than allocated for the grant
- 3) Lack of information – you must explain circumstances behind the proposal
- 4) No pictures/sketches
- 5) No quotes
- 6) Late submissions – generally won't be considered
- 7) Too wordy – unnecessary padding does not add to the proposal