

Grant Writing Tips

1. Title II and Title V funds may only be used for new and innovative programs. Funds cannot be used to support the needs of existing programs. However, grant money can be used to fund new additions to existing programs.
2. The Utah Board of Juvenile Justice determines which grants receive funding and at what level based on, but not limited to, the project's: design and management; goals and objectives; problem statement; evaluation plan and; budget; etc.
3. Keep the budget trim. Focus on providing services to the youth targeted by the grant. Request funding for items that are truly justified and necessary.
4. The Board does not typically provide funding to purchase or lease vehicles, pay office rent or pay overhead expenses.
5. Title II and Title V money may not be used to purchase land, construct or remodel buildings.
6. The Board is concerned with sustainability of a project following the grant and is therefore cautious when awarding money to purchase large amounts of equipment or office/site improvements.
7. The Board typically funds grants up to \$80,000 with the average new award being \$40,000.
8. Don't rely solely on anecdotal evidence to justify your project. Use current statistics and research to back up your ideas. Several resources for data and model programs is available on the UBJJ web site at: www.juvenile.utah.gov .
9. A list of previous grants is also available at: <http://www.juvenile.utah.gov> .
10. Be sure to submit your grant application on time or early.
11. Proofread your grant application. Poor grammar and spelling distract from the content.
12. Have another person, unfamiliar with your project, read the grant application. This will help identify any unclear concepts or confusing points.
13. Be clear and succinct in your writing. Do not use more words than are warranted.