

Grant Writing Tips

- Remember the scoring committee is reading many applications, so have a good strong project summary.
- Make sure you fill out all sections of the grant application. Your grant application will not be scored unless it is completely filled out.
- Please make sure you address all the review criteria. Answer each question clearly and concisely. Be careful not to deviate too much from the review criteria. Your meaning can be lost when you try to include too much information that the application does not request.
- You may request that H-GAC staff conduct a preliminary review and provide comments on your draft application. Please make sure you allow adequate time for staff review.
- A proposal should be realistic, promising no more than can actually be achieved and/or delivered. Be careful not to overstate your impact.

Budget Tips

- The budget should be neither obviously extravagant nor clearly inadequate. Be sure that the expenses requested are eligible. Any amount requested for an ineligible expense will be cut from the budget completely and you will not be allowed to reassign the amount to an eligible expense.
- If you are applying for salary, take into consideration the time it will take for you to hire someone. Don't request salary for 16 months if it will take you several months to find someone and get them on board.
- How are you going to sustain your project once grant funding is exhausted? Be sure to indicate how your entity will support the project after the grant period.
- For equipment costs, consider adding 5-10% to the total unit cost to allow for price increases from grant application development time to actual purchase time.
- Do your homework; make sure your equipment requests match your level of need. Purchase the right equipment for your job. Also be sure that the equipment will be used for solid waste purposes 100% of the time.
- Investigate H-GAC's Cooperative Purchasing program for equipment. The program may be able to provide more competitive prices. H-GAC's main telephone number is (713) 627-3200 and the H-GAC Cooperative Purchasing website is www.hgacbuy.org.

Questions to Ask as You Develop Your Proposal

- What makes your project special?
- What makes your project important?
- How does your project benefit the community?
- How will your project benefit other communities; can it serve as a model project?
- How will you measure the success/effectiveness of your project?
- If your project has disposal costs associated with it, how are you going to pay for those costs? Grant funds may not be used to cover disposal costs.
- How are ongoing project costs going to be covered once the grant funding is exhausted?

Extras...Helpful Hints

- During your grant presentation there is no need to reiterate understood solid waste concepts. Scoring committee members are regional experts in solid waste management. Use your five-minute presentation time to discuss the merits of your particular proposal.
- Remember that resolutions from commissioners' courts, city councils, and other governing bodies take time. Plan ahead to ensure that all documents requiring approval are submitted with the application. The same applies to letters of support. If it is not possible to obtain these documents prior to submitting the application, you may share them when you make your presentation.
- Under no circumstances may funds be used to purchase food, meals, beverages, or other refreshments for meetings or program participants.
- Make sure you give yourself credit for all your past work.

H-GAC staff is available to help you.

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