Minnesota Department of Health

# Attachment G: Grant Writing Tips Sexual Violence Prevention Grant Request for ProposalS

These grant writing tips were adapted from the Centers for Disease Control and Prevention (CDC) to be relevant to applicants for the Sexual Violence Prevention Grant Program.[[1]](#footnote-1)[[2]](#footnote-2) This is not a comprehensive list. Applicants are encouraged to access other resources for additional grant writing tips. This is not a list of requirements for the Sexual Violence Prevention grants program. See the RFP for specific requirements for this application.

1. Develop a strategy for developing and writing your application.

* Highlight the application requirements outlined in the RFP.
* Identify and create internal deadlines.
* Develop an approach to writing.

2. Follow the instructions and application guidance carefully.

* Present your information in the formats, templates, and forms requested and outlined in the RFP.
* See RFP Part 3: Application and submission instructions for the Sexual Violence Prevention grants program.

3. Be concise and make each point clear.

* Provide accurate information.
* Make sure the information you provide is consistent throughout your application.
* Carefully review questions to ensure you are answering every part.
* Focus on details that will help make a strong application. Sometimes applicants may include too much detail where it is not needed and too little detail where it is needed.

4. Keep the audience in mind.

* When writing, try to think like a reviewer; reviewers will evaluate only the information in the application.
* Write clearly and with enough detail so that reviewers can understand the proposal easily.
* Make it clear how the project meets grant requirements so that reviewers do not have to do extra work to determine this.
* Do not assume that reviewers are familiar with your organization, agency, or government entity.
* Keep the scoring criteria in mind when writing the application. See Attachment D: Application Scoring Criteria for more specifics.

5. Proofread the application.

* Double check that you have completed in all the required components of the application.
* Be sure all pages are numbered and that word limits are followed where applicable.
* Limit the use of abbreviations and acronyms and define each one at its first use.
* Consider scoring your own application using the evaluation score sheet in Attachment D: Application Scoring Criteria before submitting.

Minnesota Department of Health  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5484  
health.violenceprev@state.mn.us  
[www.health.state.mn.us](http://www.health.state.mn.us/)

03/18/2024

To obtain this information in a different format, call: 651-201-5484

1. [Key Steps of the Application Process (https://www.cdc.gov/grants/applying/key-steps.html)](file:///\\Data1gr\data\HPCD\CHP\CHPshared\INJURY\Project%20Mgmt\SVP\2024%20CDC%20RFP\CURRENT%20DRAFTS\Key%20Steps%20of%20the%20Application%20Process%20(https:\www.cdc.gov\grants\applying\key-steps.html)) [↑](#footnote-ref-1)
2. [Tips for Preparing Grant Applications (https://www.cdc.gov/grants/applying/tips.html)](https://www.cdc.gov/grants/applying/tips.html) [↑](#footnote-ref-2)