

# GRANT APPLICATION TIPS AND TRICKS

Purdue University Office of Engagement

## Create Appropriate Title

Avoid using abbreviations or names of organizations in your title. Below are a few examples of good application titles.

- Urban Water Projects: Storm Water Best Management Practices for STEM Education
- Preserving our Roots: The Hanna Center Service-Learning Project
- Teaching young learners computational thinking skill through museum activities

## Give Short Project Overview

At the beginning of your proposal, you should provide an overview of the project. Below is an example of a good project summary.

- Urban Water Projects, a team of 5 Purdue students in environmental and ecological and biological engineering are teaming up with the Wabash River Enhancement Corporation (WREC), a non-profit organization dedicated to improving the quality of the Wabash River and the surrounding area, and the Dennis Burton Right Steps Child Care Center to install rain barrels and a native savanna.

## State Your Need

Near the middle of your proposal, you should state the specific need that the project will help fulfill. Below is an example of a good way to state the need of a project.

- Once installed, the rain barrels will not only help Right Steps with their storm water runoff but also the neighboring Hanna Center in watering their landscape. The native savanna will improve the movement and infiltration of water through the Right Steps property, while also creating a more aesthetically pleasing environment in which the children can play.

## Explain What You Will Do

At the end of your proposal, you should explain what you would do with the grant. Below is an example of a thorough explanation.

- To increase the visibility and learning opportunity of the project to public park users, Hanna Center members, and Right Steps faculty and families, we are seeking funding through this grant to purchase 1 educational sign to highlight the projects throughout the Right Steps facility, 5 rain barrels, drip irrigation and fittings as well as some plant materials.

