

TRUFFLE PIG GRANT WRITING TOOLKIT : DON'T-GO-CRAZY SUMMARY

SLOW : Timeline. Don't fight physics. Be nice to Future You.

STEADY : Commit. Keep going. Yes, again.

SYSTEMATIC : Truffle Pig process. Need 1, write 3. Focus.

Timelining -> budgeting -> drafting -> reviewing

Building the master facts and figures list as you go

CHECK FOR TRAPS = PRINT + READ GUIDELINES + FORMS TO THE END

- Reasons you aren't eligible - income minimums or maximums; legal structures; having accounts, having match
- Documents other people have / need to sign
- Referees including postal address
- Earlier deadlines - midday, postal

MEATY QUESTIONS – longform text answers

- Extract them into a separate document
- Focus - monotask
- Compress and set a timer
- Take breaks

DIVIDE AND CONQUER. You don't need to know all the answers.

DELEGATE - Who has that knowledge? Write their name down.

DO THE ASKING - Do it now OR schedule when to do it.

DRAFTING ANSWERS. Ferment first. Get relevant things onto the page and don't worry about word count. Get momentum - start with what scares you least. Collect words for each question from previous applications, your brain, your publicity, website, reports, social media, funders' websites especially GRANTS AWARDED (lift descriptions from projects they funded that sound like yours), funders' guidelines (copy over the relevant phrases that apply to your project), google "funded by" and see how other organisations describe their work. Use these notes to write. Don't plagiarise.

DRAFTING

Is each point in the right section?

Check word / character limits. Be aware of them but don't get stuck on them yet.

Write a big floopy imperfect draft that covers all your main points.

EDITING – distilling the ferment

Say it shorter and simpler

Print the draft

- read it out loud
- write changes on the paper
- do them when tired, save your juice

Energise. Listen to music

DIVIDE AND CONQUER AGAIN

You can't see it anymore

Ask someone who knows your project, the milkman, anyone

If it's just you take a break, print it off, read it out

Be slow, steady, systematic and stay sane!