

**SIERRA HEALTH FOUNDATION
RESPONSIVE GRANTS PROGRAM
PROPOSAL WRITING TIPS**



**SIERRA HEALTH
FOUNDATION**

Getting Started

- Read application guidelines and instructions carefully.
- Verify that your organization is eligible to apply and your proposed project fits within the guidelines.
- Review the application attachments checklist to ensure you have all required documents.

Proposal and Budget

- Answer all questions clearly and concisely.
- Clearly explain your proposed project, including what exists today and what change will result with funding from Sierra Health Foundation.
- Provide concrete information on program design, components, timeframe, dosage, number of intervention sessions, etc., and specific evidence of success or likelihood of success, e.g., evaluation findings, as applicable.
- If your proposed project includes training or curriculum, provide the source, specific curriculum details, whether it is evidence-based and evidence of effectiveness.
- Describe in detail the population that will benefit, using local data when available.
- Check for consistency in the project description, budget narrative and budget line items.
- Make sure your proposed project budget reflects the resources needed to carry out the project, including funds from other sources and in-kind resources.

Before You Submit Your Proposal

- Allow sufficient time to complete the proposal and proofread it. Give yourself time to write a draft, let it sit and then review it – don't rush!
- Have someone who is not involved in the project in any way read and critique your draft application. Have them tell you what they think you're applying for based on your application.
- Ensure the applicant organization's name is the current legal name as registered with the IRS.

Questions?

- Send your questions to rgp@sierrahealth.org with subject line: RGP Question.