Grant Writing Tips for EPA Brownfields Grants

CENTER FOR HAZARDOUS SUBSTANCE RESEARCH
KANSAS STATE UNIVERSITY
Technical Assistance for Brownfields (TAB) Program; 785-532-6519; 800-798-7796

Grant Writing Tips

* Be clear and concise.

* Read and follow the guidelines precisely.

* Adhere to the page limit. Anything over the limit will NOT be considered (exception: required attachments).

* Write in the font and font size specified in the guidelines.

* Start writing early; this can not be a last minute effort.

* Double and triple check for typos.

* If submitting electronically, don't wait until the last minute - your application may possibly not go through because of a high volume of users or other technical difficulties.

* Have someone review your application that has no idea about your project (wife, husband, etc.). If that person clearly understands what you intend to do, and then you did a good job explaining your project.

* Have more than one reviewer look at the application. This means you need to have sufficient time allotted for the review and subsequent changes, if necessary.

* Get the letter from the State early - allow ample time for the State to fulfill your request.

* Provide an answer to ALL required sections of the application. If something is not applicable, say so. Do not leave spaces blank as the reviewer may assume you forgot to respond to this particular section. This may create a slightly unfavorable view of your application, even if it occurs subconsciously in the reviewers mind. Same with typos.

* Don't assume a reviewer knows your town/city/region/project. Reviews are performed by EPA personnel in Regions other than the applicant's Region, i.e. someone from Hawaii could review an application coming from a Region 7 state. Only threshold criteria are reviewed by the applicants' Region.

* If you need clarification for something in the guidelines, call your Regional EPA office. They are allowed to answer these types of questions, even during the competition phase.

* Tackle the sections worth the most points first.

* Remember: TAB can review your application.

TAB EZ ▪ www.tabez.org

TAB E-Z is an online tool developed to increase local governments and communities accessibility to EPA Brownfield assessment and cleanup grants. TAB E-Z provides a framework for the community's proposal as well as strategies and relevant web links to EPA regulatory citations and websites to reduce time in writing the proposal. The program is user-friendly and can be accessed anytime at the user's own pace. It integrates Brownfield education with online support including definitions, regulatory citations and pertinent federal and state web links.