



# GETTING ORGANIZED

KANSAS GOVERNOR'S GRANTS PROGRAM  
GRANT WRITING TIPS

**Plan ahead.** Before the grant solicitation is released, the agency should complete and review the following:

- Register in the [System for Award Management \(SAM\)](#) to obtain a Unique Entity Identifier (UEI)
- Locate or obtain proof of 501(c)(3) status (if a nonprofit)
- Locate or obtain the current [Certificate of Good Standing from the Kansas Secretary of State's Office](#) (if a nonprofit)
- Locate or complete an audit for the most recent closed fiscal year
- Review the information for submitting an application via the [Grant Portal instructions](#).
- Review the [Kansas Implementation Plan](#) for the Federal Family Violence Prevention and Services Grant (FVPSA), Federal Sexual Assault Services Grant Program (SASP), Federal S.T.O.P. Violence Against Women Act (VAWA), and Federal Victims of Crime Act Victim Assistance Grant (VOCA)
- Review the [Kansas Statewide Strategic Plan](#) for the Federal Edward J. Byrne Memorial Justice Assistance Grant (JAG)

**Read the entire solicitation.** Essential questions to ask include:

- Does the agency meet all the requirements to be eligible for the funding?
- Are the program activities the agency is pursuing allowed by the grant program?
- Is the agency's mission aligned with the grant funding for which the agency wants to apply?
- Does the agency have the financial and technical infrastructure to manage the grant, such as fiscal staff, IT equipment, and/or a process to collect data?
- Is there a match requirement, and will the agency be able to meet the requirement?



**Make a checklist.** The list should incorporate every item requested in the grant solicitation, including all sections of the narrative, all attachments, and other formatting requirements (such as page limits or font requirements). Use the checklist as you write the application to ensure nothing is missed.

**Requested Information.** Use the checklist to determine whether you will need to request items from other people. For example, will you need to request budget numbers from the agency's fiscal department? Will you need to request letters of support from community agencies? Any items needed from other people should be requested as early as possible.

**Map out a timeline and workplan.** Once your checklist is completed, assign a due date to each requirement, starting with the date the application is due and working backward. Plan to complete the application at least a few days (preferably a week) before it is due to allow yourself time to address unforeseen circumstances that may arise. Do not forget to build enough time for the team and/or Board members to review and proofread the complete application. Put all dates from the timeline into your calendar to keep the grant writing process on track.

**Create a file.** Documents should be in the same place on your computer to optimize the management of preparing the grant application, and for ease in uploading and tracking the final documents submitted as part of the application package.

**Review past applications.** If applicable, review agency applications from previous years but DO NOT write the application by primarily copying and pasting from those applications. Funders and grant reviewers notice this, impacting the application's quality and flow.

**Take advantage of the help offered to you.** Participate in pre-application webinars and explore resources on the funder's website.