

Ten Tips for Writing a Strong Technology Matching Fund Proposal

1. Engage the community your project will be serving. Ensure that your proposal reflects community-driven solutions.
2. Don't Reinvent the Wheel. Look for ways to leverage existing relationships, resources and expertise.
3. Assume the reader knows nothing about your project.
4. Understand the selection criteria -- this is how your proposal will be judged.
5. Describe your project in a clear and concise way. Don't be vague in your descriptions.
6. Check the math on your budget. Double check that all the columns add up and the numbers are accurate. Make sure that the budget items are reasonable and justifiable.
7. Have concrete measurable goals for your project.
8. Great projects begin with solid plans. You may want to apply for a planning grant if your project is a new effort.
9. Nail the details. The more your proposal provides details about your project the better. You will impress the interviewers with your preparation. Conversely, don't try to fudge the details. If you don't have details, be clear about your plan for filling them in.
10. Make the proposal compelling and readable. Use your grammar and spell checker to ensure that the proposal reads well.