

Husky Sustainability Fund: Grant Writing Guide

DOs:

1. Start early and create a schedule to work through all the application sections. Giving yourself more time allows you to contact the HSF team for feedback before the deadline.
2. Check all eligibility guidelines. Ensure that you and your project meet all the eligibility guidelines. If you are struggling to make your project fit into the guidelines outlined, our team may be able to help!
3. Read all the instructions. Follow all the instructions in the application to be considered for funding. If sections of your application are incomplete, decisions may be delayed, or your project will be denied.
4. Write with clarity. Write in clear and complete sentences. Avoid adding unnecessary information and edit your writing for typos and clarity.
5. Construct a reasonable budget using our template provided. Include tax, shipping, and fringe where applicable.

Letter of Intent (LOI):

The HSF team and Committee rely heavily on details in the letter of intent to determine if projects meet our funding requirements and priorities. Our grants are competitive, and the quality and detail of your LOI will determine your funding success.

Structure

6. Intro: Describe your overall project idea, who you are, overall project tasks, brief timeline, and how your project is relevant to HSF values and goals.
7. Statement of Need: This is a key piece of your LOI. Explain why your project idea is important, do research on similar projects, provide examples and data, and explain why you are choosing to address the issue in this way.
8. Credentials: Explain any background, passion, or skills that make you well-positioned to implement this project. Provide any explanation or connections you have, collaborators you have spoken with, or any skills you may need to learn.
9. Planned Activities: Explain in more detail your planned activities. Explain why your approach is unique and include information about how the activities will address and provide solutions for your statement of need.
10. Outcomes/Objectives: Include any measurable outcomes or deliverables. Explain how you will monitor impact, student involvement, and how the project might be sustained into the future.
11. Closing: Finally, restate the intent of the project and why you believe you deserve funding.

How are we different from other grants?

The Husky Sustainability Fund differs from other grants in that our fund amount and scope will differ each year based on student enrollment. The HSF is funded entirely by the Student Activities Fee paid by all UWT students. We require that all projects have a direct impact on the UWT student body or campus community. Projects will not be considered for funding if students are not directly impacted.

We also differ from other grants in that materials and project supplies bought by HSF are owned by UW Tacoma. HSF grants cannot be used to fund startup business supplies and technologies that are not directly affiliated with UW Tacoma programs.