

The Art Of Winning Grants



The Writing Schedule

The writing schedule

- Write down the deadline for submission
- Work backwards from the deadline for submission
- Take the deadline for submission, plan to submit 1 day before that to avoid failure due to technical difficulties
- Leave 3 days before the date when you decided to submit, for taking distance from the text and going back to it to re-read
- Plan on 3 days for peer review and final tweaks
- Plan on 4 full working days to write a small and short proposal, including budget
- Plan on 2 days to plan the whole grant proposal structure and logic, including objectives, goals, activities, team, etc.
- Plan on 1 day to study the grant call

The writing schedule

Plan on 14 working days to write a grant proposal

Day 1	Study the grant call
Day 2-3	Draft the structure of the proposal
Day 4-7	Write the grant proposal, create budget
Day 8-10	Peer review and improvements
Day 11-13	Rest, re-read, finalise
Day 14	Submit

The writing schedule - example

Deadline for submission: October 31, 2023 (Tuesday)

Day 14: OCTOBER 30 (28, 29) Mon (Sun, Sat)	Submit
Day 13-11: OCTOBER 27, 26, 25 Fri, Thur, Wed	Rest, re-read, finalise
Day 10-8: OCTOBER 24, 23, (22, 21), 20 Tue, Mon, (Sun, Sat), Fri	Peer review and improvements
Day 7-4: OCTOBER 19, 18, 17, 16 Thur, Wed, Tue, Mon	Write grant proposal, create budget
Day 2-3: OCTOBER (15, 14), 13, 12 (Sun, Sat), Fri, Thur	Draft the structure
Day 1: OCTOBER 11, Wed	Study the grant call

The writing schedule

- Strictly stick to the writing schedule
- Let your team know you will be writing a grant application and you will not be available
- Definitely cancel meetings for all 4 writing days and for 2 planning days
- Do not read emails during the day or answer calls, leave it for the very end of the day, the grant is a priority, operational has to wait
- Stay home to write or go to a library to be alone and focus
- Allow yourself time to get into the writing rhythm - that also takes time
- Do not aim for perfect - plan to write several sections a day and do not start your next day by re-reading, you run the risk of feeling the urge to re-write

The writing schedule

- Use chatbot gpt to overcome the blank page syndrome and get you started
- If you do get stuck, try mind mapping to get unstuck
- Start with easier sections, this will help you get in the rhythm
- Leave harder sections for the time of the day when your brain functions the best
- Do not underestimate diet and hydration, your brain will work hard, it will need good nutrition
- Recycle texts if you wrote grant applications before