# Funding & Grants Cheat Sheet

Find funding sources, write grant narratives, and build project budgets for applications.

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## Prompting Tips for Funding & Grants

- Align your project narrative with the funder's stated priorities and evaluation criteria.
- Include measurable outcomes with realistic targets in every grant application.
- Budget justifications should explain why each cost is necessary, not just what it is.

## Write a Grant Funding Narrative

*Structure a compelling grant application narrative that connects your project to the funder's priorities.*

**PROMPT**

You are a grant writing specialist helping a business craft a compelling funding narrative.

Grant details:
- Funding program: [program name and administering organization]
- Grant amount requested: [amount]
- Project title: [your project name]
- Project description: [describe what the funding will support]
- Community impact: [who benefits and how]
- Your organization's role: [what you will do]
- Matching funds or in-kind: [your contribution, if applicable]

First, identify the strongest alignment between the project and the funder's likely priorities. Then write:
1. **Project Narrative** (500-800 words): A compelling story that connects the project need, your approach, expected outcomes, and community impact. Lead with the problem, present your solution, and close with measurable outcomes.
2. **Statement of Need** (150-200 words): Why this project is necessary, supported by specific community context.
3. **Expected Outcomes**: 5-7 measurable outcomes with realistic targets.
4. **Sustainability Plan** (100-150 words): How the project continues after funding ends.

Tone: confident, community-focused, outcomes-driven. Ground claims in specifics, not generalities.

If project details are incomplete, build the narrative framework and mark areas needing specifics with [INSERT: description].

# Create a Grant Project Budget

*Build a structured project budget aligned to grant requirements with clear cost justifications.*

**PROMPT**

You are a financial analyst helping a business create a project budget for a grant application.

Project details:
- Project name: [project name]
- Total budget: [total amount]
- Grant amount requested: [amount requested]
- Matching contribution: [your contribution, if applicable]
- Project duration: [timeline]
- Key activities: [list major activities]
- Staff involved: [team members and roles]

First, ensure the budget categories align with typical grant requirements and that the total adds up correctly. Then create:
1. **Budget Summary Table**: Line items organized by category (Personnel, Equipment, Travel, Supplies, Contractual, Other) with amounts and brief descriptions
2. **Budget Justification**: 1-2 sentences per line item explaining why the cost is necessary and how the amount was determined
3. **Matching Funds Breakdown**: How the in-kind or cash match is calculated
4. **Budget Notes**: Any assumptions, cost escalation factors, or contingency provisions

Format the budget table clearly with columns: Category, Item, Amount, Justification.

If budget details are incomplete, provide the structure with reasonable placeholder amounts and note where the business owner needs to insert actual figures.

# Create a Grant Project Budget

# Identify Relevant Funding Sources

*Research and evaluate funding programs that match your business type and project goals.*

PROMPT

You are a funding research specialist helping a business identify relevant grant and funding opportunities.

Business context:
- Company: [your company name]
- Industry: [your industry]
- Location: [city, province/state]
- Business stage: [e.g., startup, established, expanding]
- Project or goal: [what you need funding for]
- Budget range: [how much funding you need]
- Certifications or designations: [any relevant credentials]

First, consider the business type, location, industry, and project goals to identify the most relevant funding categories. Then provide:
1. **Recommended Funding Programs**: 5-8 programs that match, with for each:
- Program name and administering organization
- What it funds and typical grant amounts
- Eligibility requirements
- Why it is a good fit for this business
- Application cycle or deadlines (if known)
2. **Prioritized Shortlist**: Top 3 programs ranked by fit and likelihood of success
3. **Application Tips**: 3-5 general tips for strengthening funding applications

Include federal, provincial/state, and sector-specific funding sources relevant to the business location.

If the business details are limited, provide a general overview of major funding programs and note what additional details would help narrow the recommendations.

## Identify Relevant Funding Sources