



## PREPARATION

- Determine if the person will both find and apply for grants or only apply to grants already identified by your organization.
- Develop strategic plan
- Prepare financials (e.g., Form 990, W9, budgets, etc.)
- Write job descriptions for planned grant-funded positions
- Gather other planning documents pertinent to the grant
- Obtain other grants written for the organization in the past (including whether you received funding)
- Determine your organization's main point of contact
- Develop plans for the grant money
- Provide organization's history, mission statement, and organization chart



## COST

Freelance grant writing consultant fees generally range from \$35–\$150 per hour depending on the required skill set and level of experience. Hourly fees can be negotiated upfront based on the estimated number of project hours or set a flat fee for projects with a defined scope.

**TIP:** *Hiring a freelance consultant is a convenient and cost-effective way to temporarily access grant writing services.*



Ask peers in your field or community where they found grant writers. They may be able to suggest sources or writers with proven results.



## INTERVIEW QUESTIONS

- How long have you been writing grants?
- What are your areas of expertise?
- What are some of your past successes?
- What is your award success rate?
- What are some examples of grants you have received?
- How much money have you received in grants?



## RESOURCES

[grantwriters.org/grantwriter-resources/learning-to-write-grants/](http://grantwriters.org/grantwriter-resources/learning-to-write-grants/)

[501commons.org/local-service-providers/listings/spark-the-fire-grantwriting](http://501commons.org/local-service-providers/listings/spark-the-fire-grantwriting)

[online.sparkthefiregrantwriting.com/](http://online.sparkthefiregrantwriting.com/)

## SUBSTANCE USE PRIORITY RESEARCH AREA



845 Angliana Ave.,  
Lexington, KY 40508



# FIND AND HIRE A GRANT WRITER



NIH  
**HEAL**  
INITIATIVE  
HEALing Communities Study  
Kentucky



[www.uky.edu/healingstudy](http://www.uky.edu/healingstudy)



## Let's hire a grant writer.

---

**Many non-profit and other organizations rely heavily on grant funding to carry out research or provide support or services.**

Employing freelance grant writers who are experienced in drafting proposals is critical to successfully compete for the limited funds available, particularly given the backdrop of the many worthy projects requiring funding. Whether the organization is a public entity or a community-based 501c3 organization, grants play a major part in achieving the mission of the organization. Grant Writers are well-versed in grant language and programming. They are familiar with the specifics of grant submission and experienced in developing programs and budgets that will help your organization succeed.



### POSTING AN AD

The next step to hire a grant writer is to craft and post the job advertisement. Start by looking at some of the job opportunities for grant writers posted on online job boards. Use a handful of job postings to customize an ad for your specific job based on your organization's needs.

An effective job posting will include:

- Description of your organization
- Details of project (e.g., grant for research on improving patient outcomes), including duration
- Specific detail on desired outcomes
- Skills required (e.g., medical writing)
- Project area (e.g., research)
- Your budget (i.e., per hour or fixed fee)
- Start time

**These are some popular job posting sites:**

- American Grant Writer's Association job board
- Indeed
- LinkedIn
- Association of Fundraising Professionals job board
- Associated Grant Makers



### GRANT WRITER'S RESPONSIBILITIES

- Formulate proposals
- Sell ideas and programs through persuasive writing
- Adhere to detailed grant guidelines and meet deadlines
- Research potential funders or grant proposals
- Work with staff to obtain supporting information (budgets, graphs, statistics)
- Manage grants to ensure promised objectives are being met
- Maintain grant deadline calendar
- Regularly communicate with clients and donors
- Develop and implement planned giving and major gifts strategies

### *FREELANCE AGENCIES:* GRANT WRITERS

[upwork.com/hire/grant-writers/](https://www.upwork.com/hire/grant-writers/)

[kolabtree.com/find-an-expert/subject/grant-writing](https://www.kolabtree.com/find-an-expert/subject/grant-writing)

[guru.com/m/hire/freelancers/grant-writers](https://www.guru.com/m/hire/freelancers/grant-writers)

[learngrantwriting.org/hire-a-grant-writer](https://www.learngrantwriting.org/hire-a-grant-writer)

[grantwriters.net/services/grant-writing/](https://www.grantwriters.net/services/grant-writing/)

[williamsgrantwriting.com](https://www.williamsgrantwriting.com)