

**THE CENTER  
LEADERSHIP DEVELOPMENT FOR RACIAL EQUITY  
PROPOSAL WRITING TIPS**



**THE CENTER**  
*at Sierra Health Foundation*

**Getting Started**

- Read application guidelines and instructions carefully.
- Verify that your organization is eligible to apply and your proposed project fits within the guidelines.
- Review the application attachments checklist to ensure you have all required documents.

**Proposal and Budget**

- Answer all questions clearly and concisely.
- Provide specific information on the ethnic makeup of your organization's executive staff and board. Use a number or percentage breakdown.
- Describe in detail the population your organization benefits, using local data when available.
- Include successes or results of your organization's work with youth.
- Clearly explain your organization's interest in readiness for policy and systems change-related capacity building or leadership development work to promote racial equity, including how your organization will be better able to address institutional and/or systemic racism as a result of this work.
- Clearly explain your proposed use of funds, including what you will do, how you will do it, who you will do it with, etc.
- Check for consistency in the project description, budget narrative and budget line items.
- Make sure your proposed project budget reflects the resources needed to carry out the project, including funds from other sources and in-kind resources.

**Before You Submit Your Proposal**

- Allow sufficient time to complete the proposal and proofread it. Give yourself time to write a draft, let it sit and then review it – don't rush!
- Have someone who is not involved in the project in any way read and critique your draft application. Have them tell you what they think you're applying for based on your application.
- Ensure the applicant organization's name is the current legal name as registered with the IRS.

**Questions?**

- Send your questions to [centergrants@shfcenter.org](mailto:centergrants@shfcenter.org) with subject line: LDRE Question.