



Jewish Abilities Atlanta Grant Writing Guide

Introduction:

Jewish Abilities Atlanta (JAA) actively supports inclusion and accessibility in Jewish communities across Atlanta by awarding grants. JAA offers large-scale and microgrants to Jewish organizations in Atlanta, recognizing the

challenges of securing funding to assist applicants, JAA provides this Grant Writing Guide to serve as a resource.

This guide emphasizes the importance of plain and inclusive language in grant writing, promoting clear communication with structured, readable, diversity, and accessibility to foster inclusivity for all readers.

Why inclusive grant writing:

Involving different perspectives throughout the grant-writing process helps ensure that the proposal is thoughtful, relevant, and inclusive.

What does plain language have to do with inclusive grant writing:

Plain language in inclusive grant writing ensures accessibility, avoids assumptions, removes barriers, and fosters inclusivity in the application process for a diverse audience.

Why involve the disability community:

Incorporating individuals with disabilities in grant writing is vital for customizing initiatives specific to their needs, promoting fairness in resource distribution, empowering their engagement in decision-making, offering insights for accessible program design, and fostering community ownership.

Nothing about us without us:

A mantra in the disability community states that if a project or program has something to do with disability, it should include lived experiences with disabilities as guides in the process.

Using inclusive language in proposals:

In grant writing, utilizing inclusive language is crucial for respectful and accessible communication. This involves avoiding stereotypes, promoting inclusivity, and recognizing the autonomy and diversity within the community being served. Refer to JAA's Inclusive Language handout for guidance.

[View here](#)

Words are powerful

The words you use and the way you portray individuals with disabilities matter. Contact JAA to learn more about inclusive language.

What is Plain Language:

The goal of plain language is to make important information easier for the intended readers to understand. More than a specific style, it is a set of guidelines and principles that will help you write more clearly and effectively for your audience. Learn about Plain Language from Michelle Waitzman.

[View here](#)

Center for Plain Language Guidelines:

The five-step checklist will guide you through the plain language process and help you develop the right content for your organization. Plain Language Guidelines get reviewed by user experts so stay in the know on the guidelines. You can view guidelines on [Plain Language.Gov](#) and learn more tips on [Center for Plain Language](#).

Implementing plain and language into grant writing:

Incorporating plain and inclusive language into grant writing is a crucial tool to ensure that different perspectives easily understand your proposal. Here are some tips to achieve this:

- Use Clear and Simple Language:
 - Avoid jargon and technical terms
 - Break down complex ideas into straightforward sentences
 - Define acronyms and specialized terms for clarity
- Consider Your Audience:
 - Understand the diverse backgrounds of readers
 - Tailor language to be inclusive and accessible
 - Be mindful of cultural sensitivity and diverse perspectives
- Highlight Diversity and Inclusion:
 - Describe how the project benefits all community members in a respectful manner

Use headings, provide examples, and seek feedback, these practices enhance accessibility and inclusivity in grant writing and will help you reach the broadest possible audience possible.

Keep it Jargon free:

In plain language grant writing, it's crucial to express your ideas clearly without using complicated jargon. Instead, use simple and easy-to-understand language. Jargon consists of specialized terms and acronyms that may be unfamiliar to those outside a specific profession. Plain

language reduces the use of such specialized terms, making the writing more accessible to a wider audience. Learn more [here](#).

Example:

Jargon	Plain
vehicle appearance operative	car-washer
environmental hygienist	janitor

Reduce acronyms:

Limit abbreviations to two per page, ensuring readers understand their meaning. Use full words, shortened forms, or alternatives instead.

Example:

Avoid	Use
JAA	Jewish Abilities Atlanta
JFGA	Jewish Federation of Greater Atlanta

Document accessibility: can be helpful for those who use assistive technology. We encourage you to read over these essential tips:

Facebook PDF Accessibility Group

[View Here](#)

Make your Word documents accessible to people with disabilities

[Read Here](#)

What is an accessible PDF?

[Read Here](#)

Creating an accessible grant proposal format:

Accessible formatting is engaging to grant reviewers, including those with disabilities. Use clear headings, bulleted lists, readable fonts, and alternative text for images. Emphasize the active voice, simplicity, and descriptive links for clarity. Maintain consistent formatting and ensure accessibility for tables, charts, and PDFs. Test with screen readers and provide contact information to address accessibility concerns. These tips enhance the proposal's accessibility for a diverse audience. JAA has an Example Sample Project Proposal on “Disability Rights: Advocacy, Protection, and Inclusion [View Here](#).

Writing a clear proposal must include:

1. Clear Abstract
2. Introduction
3. Need statement
4. Realistic Goals
5. Program methods and design
6. Sustainable budget plan
7. Minimal acronyms with explanation
8. Implement inclusive language
9. Provide lived experiences in your project
10. Trained professionals and ongoing professional development to execute the project

Choosing a project:

Choosing a project to write about can take time and effort.

Here are ideas on grant proposal topics:

- Inclusive events
- Assistive technology
- Camp programming support
- American Sign Language interpreters
- Captioners for programming
- Facility changes to make the building accessible
- Disabled public speakers
- And much more

What should I do before submission?

- Proofread
- Let others read it
- Submit timely
- Reach out to a Jewish Abilities Atlanta staff member if you need assistance in the grant portal

How can I get an idea of what to write my proposal on:

Strategically choose, plan, and refine grant proposals aligned with personal expertise, community needs, and grantor priorities. Emphasize long-term impact, stakeholder collaboration, values reflection, specificity, trend awareness, and continuous improvement, with JAA staff supporting idea development.

Training:

JAA hosts a variety of free training on different disability inclusion topics. Training starts with a free consultation on where you are at in your disability inclusion learning journey. Some of the topics we consult and train on are:

- Disability 101
- Ableism
- Inclusive Language
- Event Accessibility
- Festival Accessibility
- Social Media Accessibility
- Universal Design
- Emergency Preparedness
- And much more!

Lending Library:

JAA Lending Library works closely with Atlanta organizations on low and high-assistive technology. Our Lending Library partnerships allows people to learn about products you can try before applying. Please reach out to the JAA Training Coordinator to learn more [here](#).

Questions:

Finally, please call or email the JAA team to receive guidance on any issues, training, accessibility and topics for ideas on your proposal.

Contact:

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