How to hire a freelance copy editor for a grant proposal
(Last Updated July 2019)

It is important to establish from the start the hours required and the hourly rate so that expectations are clear on both sides. This may take more than one conversation. The editor may want to review the documents related to the required task.

Editing minimally costs $50 an hour and often more. It usually takes anywhere between 5 to 12 hours for an averaged size individual grant proposal.

Be clear with your editor about what level of editing you want them to do. The more complex the editing job, the more it will cost because of the additional time needed for the various levels of editing to be completed.

Different types of editing work:

- **Substantive/structural editing**: Clarifying or reorganizing a manuscript for content and structure
- **Stylistic editing**: Clarifying meaning, eliminating jargon, polishing language, and other non-mechanical line-by-line editing
- **Copy editing**: Editing for grammar, usage, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and for internal consistency of facts; inserting head levels and approximate placement of art; editing tables, figures, and lists; notifying the designer of any unusual production requirements
- **Proofreading**: Checking proofs of formatted, edited material for adherence to design and for minor, mechanical errors in copy (such as spelling mistakes or small deviations from the style sheet)

Grant proposal editing is usually for stylistic, copy and proofreading kinds of revisions which includes consideration of the rhetorical strength of word choices and sentence structuring. However, you might also want some substantive/structuring editing for specific sections of your application if the editor is knowledgeable about the funding agency and specific program to which you are applying. It is recommended that you inquire about their knowledge of the funding program to which you are applying.

It is best to let the editor know how you want their feedback on the documents they are editing, i.e. whether embedded in the document using “track changes” and “insert comments” or on a separate sheet as a list of suggested editorial changes.