

TIPS for completing your grant proposal

- **Do not wait until the due date to complete the application** as questions may arise and you want to have plenty of time for correspondence. You will also need to track down signatures for your final copy. Applications will not be accepted after the due date.
- Confirm that your application falls within ALL the grantmaking guidelines.
- Complete the application as if the reader is unfamiliar with your organization. Review team members are always changing and may be unfamiliar with your particular organization and with prior applications.
- Have someone else read the final draft before submission. Does this proposal appropriately communicate all the necessary information to the reader? Are there lots of typos? Does it make sense? Is the budget section comprehensive?
- Do not include bookmarks, brochures or other materials. These are not distributed to the review team.
- Do not alter the font, numbering or other overall formatting of the document. The font should be no smaller than 10 pt.
- If your proposal fits clearly into one category but only slightly into another, just indicate the most appropriate category, don't try to make the project fit into a category where it doesn't really belong. This practice can actually weaken a proposal in the eyes of the reviewers.

Tips for Budget Section

- Include a complete budget with expenses and revenues for the project. Explain items in a narrative, remembering that the reader may be new to your organization's budgeting practices.
- Check the math. Confusing budgets with incorrect math slows down the review process and weakens the proposal.
- Include "in kind" contributions in your budget by writing "in kind" next to them. "In kind" items can illustrate support for a program and are important to include. They should balance each other out in revenue and expenses.

The Review Team will be focusing on the following:

- Application is complete and all "Grantmaking Guidelines" are met
- Sources of support for this project are clearly identified
- Clear statement of issue or need that project addresses
- Proposed project will provide substantial/effective benefit to the community
- Target population is identified and target number is reasonable
- Desirable outcomes are identified and evaluative measures are in place
- The organization is pursuing effective collaborations in this project area
- The project is being carried out efficiently
- Organization is well suited to carry this project out effectively
- Overall impact of the idea