



HELPFUL HINTS FOR GRANT SEEKERS

SHAPING A STRONG GRANT APPLICATION

1. Do your research. If the grantmaker has a website, review it and download the applicable materials. Review the grantmaking procedures and guidelines before contacting the grantmaker with questions.
2. Make sure you understand the expectations and procedures of the grantmaker. If in doubt, ask for clarification.
3. Follow the directions outlined in the application/guidelines. Use a grant application checklist if provided, answer the questions in the order listed, submit the number of copies grantmakers request, and include only the materials specified. Proofread carefully - make sure numbers add up and typos are removed. Be sure that the application form is signed by the appropriate staff person or organization representative.
4. Grantmakers frequently need to read many letters and applications in a short period of time; an application that is easy to read and with clear content is more likely to be given serious consideration.
5. Grantmakers generally make multiple copies of applications as part of the review process. Bindings, including report covers, the use of specialty paper (heavier weight, size larger than 8 ½ x 11") and staples interfere with this process. Do not present your grant application in a folder or binder, use tabbed dividers, or staple any portion of your application unless specifically requested.
6. Don't ask, "What would you fund?" or "What amount should I ask for?" Grantmakers can give guidance, but most do not want to give the impression that they can "guarantee" a grant for a certain project or for a certain amount. Ask yourself the question "What is our organization's greatest current need, and how does it fit into this grantmakers guidelines?"
7. Don't give the impression that a grant is expected.
8. Keep a copy of your grant application and all correspondence for your files.

EFFECTIVELY MANAGING A GRANT AWARD

After a grant is received, the grantee will carry out the activities it proposed in its grant application. The grantee will need to show the funder that it is meeting its stated objectives and following grant requirements. The following helpful hints may help in managing grant awards:

1. Read all the materials sent with the grant, including the grant award letter and other documents (i.e., a grant agreement).
2. Have the authorized staff person or other individual sign a grant agreement, if requested. Keep one copy for the file and return a copy as required by the grantmaker.

3. Notify the appropriate staff/volunteers about the grant award.
4. Issue a press release about the grant award after checking with the grantmaker for appropriate wording. Take advantage of this opportunity to obtain some positive press.
5. Maintain a file for the grant award to include a copy of the grant application, the grant agreement, correspondence, and reporting forms.
6. Review the grant agreement with the person who will be responsible for managing the grant award. Make note of any special tasks and deadlines. The responsible individual will need to:
 - a) Create a grant award calendar and note all reporting dates.
 - b) Review the final report requirements, make note of any information that should be collected, and develop a plan to collect this information.
 - c) Maintain a record of income and expenses related to the project, using generally accepted accounting practices.
 - d) Send the final grant outcome report on time. If a specific form or format is required, use it. If you are unable to send the grant outcome report on time, request an extension from the grantmaker, explaining why the report will be late.
 - e) Contact the grantmaker if there are any questions about the grant award, a change in the purpose of the funded project, or a need for an extension of the grant.