



## GRANT APPLICATION DO'S & DON'TS:

### Grant Application Do's:

- Select someone to head the project. Make sure they clearly understand the application criteria and deadlines. Remember to include who will be assigned responsibility for implementation and anticipated results in the narrative.
- Start working on your application early to avoid last minute deadlines.
- Carefully review the guidelines, noting *everything* that must be provided. Failure to provide any requested information will result in a lower score.
- Think about what it will take to make your application stand apart from the rest of the applications received.
- Consider breaking the information into segments that specifically answer each question. This would make the application easier to follow and score.
- Use the application to your benefit. If you are offered three pages for the narrative, use all three to creatively “sell” your project. Conversely, don’t go over any set limits. If there is a page or word limit, don’t submit anything beyond that.
- Consider ways to statistically reinforce any rationalizations.
- Prepare thorough responses.
- List concrete, specific outcomes for your project.
- Provide a budget that is detailed, legible and reasonable.
- Write a compelling summary to include in the essay or narrative. Most grant writers suggest that this be done last.
- **Take another look at the guidelines.** Make sure everything has been addressed.
- Submit the proposal early.

### Grant Application Don'ts:

- Focus on problems, not solutions.
- Describe specific problems with general solutions.
- Use too many buzzwords or slang.
- Either omit the budget or provide one that doesn't add up.
- Copy the funder's guidelines without making them project-specific.

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