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**Tips for Completing Grant Applications**

Grant requests that receive funding are able to demonstrate thoughtfulness and comprehensiveness in a grant application. They clearly articulate the problem, barriers, and a plan to address the barrier and increase participation in a program. Here are a few tips on how best to complete grant applications:

**Read the full grant application**, including the grant guidelines, and eligibility requirements, to ensure that all required qualifications are fulfilled. Research and understand the priorities and strategy of the granting organization and for the grant you are applying for. If you have further questions or need guidance on what might be best to apply for, reach out to the granting organization and ask about what they are looking for in each grant application.

**Gather data, plans, and budget details** that are requested before diving in. Data and number-related questions should be accurate. While some granting organizations give applicants a chance to correct their mistakes, others will dismiss applications with inaccurate information and will not allow further follow up.

**Answer all parts of all questions.** Some questions are multi-pronged so make sure that you answer all elements of the question. Be direct with your answer and avoid giving too much extraneous information that could make your answer seem unclear.

**Supply as much information as is relevant** and pertinent for questions about program plans and barriers to show how you developed the plan, and how it will address the barriers you are encountering. If, for example, you write that you will reach a certain number of kids if you are given a grant, give background information and details on how you arrived at the certain number of kids, what you will do to ensure that you reach that number of kids, and what if any barriers you hope to overcome. Answers about your program plan should always be comprehensive and give the grant evaluator a full picture of how you will execute your program.

**Give the budget request proper attention.** The budget is one of the most important components of a grant application. In your budget request for a grant, make sure that: 1) your budget is in line with the budget requirements outlined by the organization; 2) the request does not exceed the maximum amount of the grant; 3) the request is in line with your program plan outlined in the grant; and 4) as much as possible, request items that are sustainable investments. Sustainable investments are items that will sustain themselves for years to come and will not have to be purchased again the following year, like equipment. It’s important not to over or under value your request. If for example, the equipment you are requesting in a grant application will be used to benefit another program, allude to it so that the granting organization understands that the benefit will extend to other areas of your program. If your request is unsustainable, give an explanation as to how it will be funded in future years.

**Review!** Review the requirements, the questions, and your answers. Ask colleagues to read and edit the application before you submit it. If you are able to clearly articulate the problem and barriers, how your program plan will address each barrier to increase participation, you are ready to submit your grant application.