

**Grant funding is competitive and you want your application to be successful. The following are tips for submitting a grant application:**

**Check Your Eligibility**

Make sure you are eligible to apply for funding. Your proposal will not be reviewed if you aren't an eligible applicant. If collaboration is required, establish these formal partnerships prior to applying.

**Read the RFP Instructions**

Read through all RFP instructions carefully so you know what's required. Pay attention to the review criteria. Verify that you can meet program expectations and required due diligence items if selected for funding.

**Allow Sufficient Time**

Start early to give yourself enough time to draft a compelling application, especially if there is a collaborative component to the RFP. Don't wait until the last minute to upload your application. Late submissions will not be accepted.

**Never Assume**

Make sure your application is clear to someone who knows little about your organization or project. Have someone unfamiliar with the project read through it and provide feedback on areas that may need more clarity.

**Be Clear and Concise**

Avoid jargon or language that is specific to your agency. Be explicit in your responses and avoid repeating yourself.

**Answer the Questions**

Make certain your responses directly answer the questions being asked. Ensure that you have addressed all parts of the question. Don't leave a question blank. Instead, mark it N/A if it doesn't

apply to your request.

**Balance the Budget**

Confirm the numbers add up and the total amount requested is consistent with your application. Explain any items listed in an 'other' category. Be reasonable about the request for funding, as it should match the scale of the project.

**Stay Within the Limits**

Use the application and budget forms provided. Do not alter documents. Don't exceed the indicated page limits. Once these limits are met, additional pages will not be reviewed and your overall score may be impacted. Pay attention and adhere to other requirements such as font size and margin limits.

**Proof Read**

Read and reread your application before you submit it. Address spelling, grammar and formatting errors. Verify you haven't missed any pages or attachments and that you have answered all questions.

**Review the Application Checklist**

Verify that all of the required documents are included with your application. Submissions that do not include all checklist items will not be considered for funding. Assume all items apply to your application unless verified with program staff. Do not send items that are not requested, such as letters of support or program brochures.

**Follow the Submission Requirements**

Submit using the secure upload tool. Do not email a copy to program staff, as it will not be accepted. Applications (which include all required documents) must be received by the date and time listed in the RFP instructions.

**These tips are only a guide when putting together your request for proposals (RFP) submission and using these tips is not a guarantee or promise of funding.**