

## Ten Tips for Successful Action Grant Application

1. Be clear about your goal.
  - Ultimately, what is it that you want to accomplish?
2. Be clear about your strategy.
  - How will you accomplish your goal, with what activities?
  - Is the strategy and activities linked logically and linearly to the goal?
3. Determine the outcomes of your activities.
  - Are your outcomes connected to the activities?
  - Are the outcomes connected to the goal?
  - Are the outcomes concrete and measurable?
4. Identify a timeline for the activities.
  - A timeline is a basic plan of when the activities are going to happen.
  - Are others in agreement with the timeline and willing to help achieve the projected dates?
5. Know the goals and priorities of the funder.
  - How do the goals and activities proposed help accomplish the funder's goals?
6. Be clear about the application submission process.
  - Are you eligible?
  - Know the rules and follow the rules.
  - Did you answer all the questions asked? Did you follow the proposal format?
  - Do you know the submission deadline? Did you submit it on time?
  - Have you included all required attachments?
7. Be specific when writing.
  - Draft the structure of the proposal before writing. Basically decide how you want to organize your application.
  - Be persuasive. Think about what the reader needs to know to make a decision in your favor.
  - Make sure you align the project with the purpose and the goal of the funding source. This determines how compelling your application is.
  - Your writing should generally answer these questions: What do we want? What concern will be addressed and why? Who will benefit and how? What specific objectives can be accomplished and how? How will results be measured? How does the funding request relate to the funder's purpose and objectives? Who are we (e.g. our organization) and how do we qualify to meet this need?

8. Make sure the budget is reasonable and realistic.

- Do not underestimate or overestimate.
- Do budget items align with the project activities?
- Have you given explanation for budget expenses that seem out of the ordinary?
- Have you listed your in-kind or matching expenses?

9. One-time events or activities are not desirable.

- Funders don't just want you to spend their money; they want to make a lasting contribution.
- Is the project sustainable? Will it last longer than the resources?
- Are volunteers committed to keeping the work going after the grant?
- Is your organization contributing its own funds to the work?

10. Get Feedback.

- IF you have a question about your application or the process, call and speak with a staff person. Generally, they are pleased to give advice or feedback so that you can be successful.
- Have someone review your proposal at least two days before submission so that you can get feedback and detect typos and mistakes. Then you will have two days to make the corrections, before final submission.
- Feedback is both positive and negative. Don't take negative feedback personal; rather consider it a contribution to make your application stronger.
- If you are funded or not, get feedback from the staff on what was or wasn't successful about your application. You need to know this for your next application.