



Suggestions for Submitting Grant Applications

The following suggestions are made to assist applicants in preparing competitive and successful applications. This information may be helpful to your organization as you prepare your application. Thank you for your commitment to making Story County a wonderful, caring place to live.

1. Read all guidelines thoroughly, so that you are confident that your request meets the criteria. Many grant-makers have specific areas they cannot or choose not to provide funding.
2. State your request in terms of a problem or need to be addressed.
3. Answer all questions posed by the funder. If you are unsure how to respond, always contact the funder for guidance.
4. Be as direct as possible in providing information. Use the format given. Always answer questions in the order they are listed.
5. Be sure to state your desired results as an outcome: what is the change or benefit your program will provide for the community and/or the participants in terms of attitude and/or behavior. Don't state results as numbers only.
6. Have a strong, clear plan for how you will evaluate your program. The plan should reference and measure the stated outcome.
7. If completion of your project involves other agencies, show how they are already "on board" and supportive. Detail in-kind and other financial support.
8. Use everyday language, avoiding discipline-specific jargon or acronyms that may not be familiar to grant reviewers.
9. If additional funding is required beyond the grant itself, clearly indicate what you have already received, what is pending (requested but not yet committed), and what you have yet to identify.
10. For the strongest endorsements, ask your collaborating partners, clients or outside experts in your field to write letters. Endorsement letters from your own board or staff have less impact.
11. When you enlist persons for endorsement letters, make sure they fully understand your grant request and ask them to direct their endorsement to the specific request that you are making.
12. After you have finished your application, have an outside, objective reader review it to make sure it is clear to anyone who is not intimately familiar with your organization.
13. Provide copies of all of the materials that you submit in the quantity requested by the funder.
14. Always be on time with required reports, applications and responses.