



Advice from Grantees



Before applying, ask *“If we are funded...”*

- Do we have the staff time to report on this grant for ~2 years?
- Can 1 person attend the in-person Grantee Gathering in September?

Before applying...

- **Make sure you have a solid planning team of the members that will be integral in implementing grant activities.**
 - Meet at least once (if not more) as a group to align budget requests with activities
 - Have one person “project manage” the application process
 - Have multiple people assist with compiling all the required documents, information, and setting up required online accounts
- **Spend an ample amount of time reviewing eligibility requirements before you begin.** This application can take quite a bit of time, so make sure it's a great fit for you.

If you decide to apply...

- **Start early!**

- Start very early in setting up the online federal .gov accounts needed in order to submit your application.
- Start early in seeking out matching funds and letters of support.

- **Pay attention to the details!**

- Make sure you follow the font and font size requirements! And add page numbers.
- Most of the required attachments say to be 1 page, so work to keep them that way.
- There is a specific format and order for all of the information asked for in this application!

Tips for required attachments...

- **Letters of Support**

- Request these early! To simplify, you can draft the letter and ask them just to fill in their org name and why they support the program you're trying to fund. Make sure this is just 1 page.

- **Matching Funds**

- Prepare this draft letter so the organization providing matching funds can just sign. Or if you have other funding that isn't federal, like state salaries, your organization can write a matching fund letter and sign it.

- **Indirect Cost Rate**

- Ask your organization if they already have one of these, or use the de minimis one.

- **Resumes**

- Have your staff working on the project prepare this. Again, 1 page per person.

Tips for submitting...

- **Submit early!** Recommended 2 days before deadline at the latest because the site will run some checks and let you know if you are missing anything. You also might realize you forgot to submit an important attachment and it gives you time to go back in and resubmit.
- Keep in mind any “out of office” days for your staff as you may be working on this at the end of the year/beginning of the new year. Plan ahead for any “approvals” that are needed from members of your organization and allow ample time for reviewing.