GRANT FAQ'S

GRANT SUMMARY

Grant Summary should be no longer than 100 words. Substantially longer grant summaries may disqualify your grant request.

GRANT RESUME

Chose one mission area and relate your grant request to that one mission area.   Many applications cover multiple mission areas but the Grants Committee would like the narrative to focus on one.

Do not include:
- Color photos
- Brochures, newsletters or other promotional materials
- Cover folders, portfolios or any outside dressing for the grant request
- Letters of support
- Tax Filings

Please conserve resources. Be concise and focused – a thick, many-paged grant application does not necessarily make your request better.

Past grant awards have ranged in size from $500-$30,000. Awards between $5,000 -$10,000 are most common. Larger grant requests *(over $10,000)* may be granted more easily if you break down the project into components.

INCOME/EXPENSE DETAIL *(BUDGET)*

Budget numbers within your narrative should match the numbers on your budget sheet. Please explain budget items that are not obvious as part of the budget narrative.

If you are purchasing an item or doing a capital improvement, it is suggested to include an estimate or bid. It allows the grant reader to see that you have done the "homework" behind the grant request.

GOALS/OBJECTIVES AND EVALUATION

Goals are the Big Picture — where you hope that your efforts will ultimately bring you.

Objectives are about a specific plan of attack — usually a series of them — each being relatively short-term in nature.

Include in your evaluation how you will know your program/project was a success and/or if you met your objectives.

Evaluation could include written surveys, focus groups, and feedback from program participants or audience members.   You should not consider your project properly evaluated if people merely "show up or take part" in your program.

Following on the next page is the form our committee uses to evaluate/score grant requests.

Grant Evaluation Score Sheet

Score Person: _____

GRANT # _____ **Program / Project Name:** _____

Organization Name: _____

The cumulative scores will provide a starting point for discussion and are not necessarily the only criteria for evaluation of the requests.

1 = POOR	*3 = FAIR*	*5 = AVERAGE*	*7 = GOOD*	*10 = EXCELLENT*
Does Not Meet Criteria	*Minimally Meets Criteria*	*Meets Criteria*	*Exceeds Criteria*	*Significantly Exceeds Criteria*

PLEASE SCORE THE FOLLOWING ON A SCALE OF 1 – 10

_____ How well does this program/project impact individuals/community?

Comments:

_____ How well does this program/ project respond to current/emerging and/or increasing needs?

Comments:

_____ How well did the grant application demonstrate collaboration with other community organizations, businesses or individuals to identify shared resources (financial, personnel/volunteers, experience) to carry out this program/project?

Comments:

_____ How well does this grant application identify program/project goals, objectives and evaluation criteria?

Comments:

Total Score = _____   **My Recommended Funding $_____**

PLEASE KEEP A COPY OF THIS EVALUATION FOR YOUR RECORDS.