Grant Application Tips

A clear and consistent application increases your chances of being awarded funding. While the Grant Review Committee makes every effort to rate all applications fairly, following these tips will make it easier for the Committee to know how you plan to spend the funds. Following these tips will *not* guarantee that you get a grant – it will however increase the appeal of your application.

Section 1 - Organizational Financial Information:

Organization's Budgeted Expenses for Current Year asks for the budget of your entire organization – not just the budget for the program that you want to use this grant for. If you are applying for general operating funds, this number will be the same as your program/project budget later in this application in Section 3.

Section 1 - Grant Request Information

Total Budget for Program/Project asks for just the budget of the program/project you want to apply the grant to. Again, if you're applying for general operating funds, the answer here will be the same as your **Organization's Budgeted Expenses for Current Year** stated earlier in the application

How many hungry people does your organization serve, either per week or per month? We made a point of leaving this question open. If you want to tell us how many people you serve per week, or per month, or per year – it's all fine on our end, so answer this question however you like.

Section 2 – Organization Background

Both questions here are to let the Fund know what you do, and why you do it. Try to write to someone who has never heard of your organization before – if they read this, will they understand what you're about?

Section 3 - Program/Project Description & Methodology

2a. Program/project budget: Please limit budget to the six lines provided (you may combine categories as needed). Total budget for this program/project only. If applying for general operation funding, re-state organizational budget.

As the question says, this just asks for the costs you expect to have the program/project you want a grant for. The total at the end should be the same as the total in **Total Budget for program/project** under **Grant Request Information**. Again, if you are applying for general operating funds, the total budget here will be the same as your **Organization's Budgeted Expenses for Current Year** earlier in this application.

Thanks, and best of luck with all of the important work that you do!