**Tips and Tricks for Grants**

1. **Finding Grants**
* Places to look: GuideStar, Foundation Directory (blue book), local library, previous relationships and similar organization annual reports/newsletters.
* Don’t be afraid to call Foundations directly from their 990 contact and ask questions

1. **Matching Priorities**
* *Find out if you’re eligible and how much to ask for before applying!*
* Protect yourself from mission creep/chasing the money
* Research foundation priorities through 990 and website, then call to confirm
* Before calling, outline areas of need that match their preferences and be prepared to discuss (be specific about events, indirect costs and general operating needs)
* When possible, schedule a meeting to discuss – relationships matter/seeing is believing
1. **Planning**
* Read all requirements before the due date and plan ahead
* Never write from scratch - create boilerplates for common questions and copy/paste (organization’s mission, history, outcomes, program descriptions, budgets, etc.)
* Call and confirm deadlines and details before its due
* *Ensure the timeline of your needs matches the funder’s schedule!*
* Know your audience (what are they drawn to?) the same app won’t work for everyone
* What outcome/impact are you planning, is it measureable, reasonable and important?
1. **Applying**
* Focus on the big picture (what’s the main message, is it consistent?)
* Ask an outside reviewer to edit
* *Make it compelling – both statistically and personally!*
* Avoid acronyms and jargon – simple and to the point
* Incorporate visuals when possible and use spacing to break up the page
* If online, write in Word format first and paste into application for easier editing
* *Adhere to word counts and answer each question fully!*
* *Document and save application for later reporting!*
1. **Reporting**
* Communicate during grant (good and bad) not just at the end
* Check in to make sure they don’t have a specific report form/preferences
* *Remember if you plan to re-apply, you should report on previous funding first!*
* The report is just as important as the application for relationship building
* *Try to incorporate measureable outcomes and personal stories!*
* Check in to make sure it was received and nothing else is needed
* Always offer meetings/visits to discuss the grant and possible future requests