Advice on Developing and Submitting a Grant Proposal from the Kenosha Community Foundation

The Foundation’s Rant on Grants!
Some strong advice on preparing a grant proposal.

Read the Instructions!

READ ALL OF THEM AND MAKE CERTAIN THAT YOU CAN ADDRESS ALL INFORMATION REQUIREMENTS. UNDERSTAND THE FUNDER’S PURPOSE AND THE AMOUNT OF FUNDS THEY HAVE AVAILABLE.

Do we understand what the funder wants to support and do we meet their requirements? Are we asking for an amount that the funder is willing to grant?

Follow the Instructions!

USE THE FORM REQUIRED AND FOLLOW THE FORMAT - DO NOT REVISE THE FORMAT. FILL THE FORM OUT COMPLETELY - LEAVE NO BLANKS.

Can we respond to / address all of what is requested? Are there character or word limits that need to be followed?

Have a Plan!

HAVE A PROJECT TIMELINE AND BUDGET THAT IS EASY TO FOLLOW. IDENTIFY RISKS AND CONTINGENCY PLANS.

What are we going to do with the funds if we receive them? What are the first things we are going to do? What do we do if we don’t get all or part of the funds we are requesting?

Check Your Work!
(Is it Clear, Concise and Complete?)

REVIEW AND EDIT THE PROPOSAL BEFORE SUBMISSION – HAVE SOMEONE OUTSIDE THE ORGANIZATION REVIEW IT. ENSURE EVERYTHING’S IN ORDER BEFORE SENDING.

Are there any errors (spelling, grammar, dates, numbers, etc.) in the application? Does the proposal make sense to someone completely unfamiliar with our organization?

Other Things to Consider

WRITE WITH "YOUR HEART" = "YOUR HEAD". BE "SMART" ABOUT THE OBJECTIVES ASSOCIATED WITH THE PROJECT BEING PROPOSED.

Did we explain what we specifically want and do we sound certain that we believe in what we are doing? Are the objectives for our proposal SMART - Specific, Measurable, Assignable, Realistic and Time-related?