

Helpful Hints

For Grants and Subsidies Applications

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THE 10 MOST COMMON ERRORS THAT OCCUR OVER AND OVER

1. Wrong Application Form
Each program and agency has its own application form.
Often these applications change from year to year.
Grants submitted on wrong or out-of-date applications can cause delays or maybe denial.
Call the agency to gather appropriate form and information.
2. Not Following Instructions
Read and reread the guidelines and instructions.
If unsure about an instruction call the agency.
If you have information that won't fit the application, squeeze it in somehow.
3. Leaving the completion of an application to the deadline - is dangerous
 - develop and refine a draft application
 - send in application comfortably ahead of the deadline
4. Poor Writing
Most applications require some narrative description of the proposed project.

Some tips to writing are:

- you are writing to a person
 - write warm but brief and to the point
 - emphasize how people will benefit
 - write objectively (rhetoric)
 - convey clear, specific thoughts (don't generalize)
 - use exciting language
- ie. We will help youth find meaningful recreation activities.
The socially isolated seniors in our community will benefit.
use simple language, stay clear of jargon
- use simple sentence structure
 - be positive
 - be honest
 - be accurate
5. Poor Project Description
Need: Substantiate - who, what, where, how extensive
Objective: What do you want to accomplish?
Method: How will you accomplish your objective?
 6. Insufficient Documentation
Back up material attached (annual report, audited statement)
 7. Legal Blind Spots
A successful application usually becomes a binding legal contract.
Sometimes a group doesn't have the manpower, facilities, dollars to perform job

satisfactorily

8. Money Sent to Wrong Person
Be sure to specify where the grant cheque should be sent.
9. No Outside Feedback
Work closely with funding program officer.
Pass drafts of application to others to look at for feedback.
10. Poorly Conceived Budgets
 - *Accurate
 - *Over estimating
 - *Ensure your budget is prepared by someone who knows budgets.
 - *Well Presented
 - *Under estimating
 - *Ensure your own resources

GROUPS APPLYING FOR GRANTS SHOULD REMEMBER

Most decisions for funding with grants are made by:

- an individual
- a panel
- a board
- a committee

Your application is all the evaluator has on which to base their decision.

Good projects have lost out on grants because of errors or inadequate information in the preparation of their application.

SUMMARY CHECKLIST FOR APPLYING FOR GRANTS AND SUBSIDIES

Overview of Proposed Budget

- include short history of organization
- what your group is trying to do
- community profile - benefits to community

List of members in your organization

- contact person

Organization's Financial Statements

- bank statements - balance sheets for fiscal year

Project Budget

- proposed operating budget - total project estimates
- include detailed contractor's estimates if a structure is proposed
- cost of materials
- revenue sources: how you plan to raise money - operations/maintenance, labour dollars?
- table: Revenue vs. Expenditures
Revenue Shortfall
Need for grant

Diagrams

- existing/proposed site plan

Proposal Summary

Letters of support

- RM
- Community Groups (Chamber of Commerce, etc)
- Facility Users

Grant Application Form

Follow up

- contact re: processing of application
- sent in financial statements showing monies used after receiving grant

CHECK LIST FOR GOVERNMENT PROGRAMS

- Completed Application Form.
- Brief summary of project.
- Benefit of Project to the Community.
- Supporting motion by board to proceed with project.
- Target Population (Who will Benefit?).
- List of Organization's Governing Body.
- Describe use of Volunteers.
- Organization's Financial Statement.
- Organization's Budget.
- Amount of Funds Requested.
- Specific Plans for use of Monies.
- Project Estimates (where applicable).
- Project Budget.
- Source of Funds (and other applications made, if applicable).
- Site Plans (if applicable).
- Other Supporting Documentation (where applicable).
- Letters of Support (where applicable).
- Employment creation – short and long term.
Also spin-off jobs.
- Impact on “competition” (if applicable).