

## HOW TO APPLY GOVERNMENT GRANTS

When applying for government grants there are a few simple things to remember so the proposal isn't rejected. Make sure they aren't late, make sure they are on the appropriate forms, and make sure that they comply with the stated guidelines.

### **To ensure your proposal gets full consideration:**

- Make sure the projects fit the guidelines and intent.
- Specify categories of costs to reflect the areas that funding can cover. In some cases, only actual costs are allowed. Keep accurate records of expenditures and receipts.
- Submit the required number of application copies.
- Submit the application on time.
- Consider payment procedures, schedules, and partial payment schedules. Evaluation reports are often essential to final funding.
- Check on copyrights and credits. Make sure you know if the funding organization requires credit. Check where copyright of materials is necessary and whose responsibility it is to get it.

- Not the decision date, so you can follow up if necessary.  
If you are rejected, try other funding sources.

There are seven steps when preparing a funding proposal:

### **1. Identify your organization**

- Name
- How many people belong
- When it was established
- Where it is located
- Purpose

### **2. Explain how your organization operates.**

- Is it a registered charity? What is its number?
- Is it incorporated? What is its number?
- Who is eligible for membership?
- What is the procedure for becoming a member?
- Is the organization democratically run? Are elections held annually?
- What groups are affiliated with your organization?

### **3. Describe how responsibilities are distributed within the organization.**

- List the names and titles of the executive.

- Provide the name, title, address and telephone number of the person to whom correspondence should be directed.
- Name the people who will take on the major responsibilities of the project and describe their responsibilities.

#### **4. Describe what your project will do.**

- Outline the project, how it meets a demonstrated need and what it hopes to accomplish.
- Explain your objectives in concrete rather than general terms.
- Explain the methods for evaluating the project's progress. State the objectives in such a way so observers can see what you have accomplished what you set out to do.
- Define the scope: local community, provincials or national.

#### **5. Explain why your project will succeed.**

- Explain how your project is different. How does the project avoid duplicating similar projects or programs run by other organizations?

- Give the qualifications and experience of key people involved with the project to provide reasonable assurance your organization is capable of undertaking the project.
- Name projects you have completed in the past, and indicate why they were successful.

**6. Describe what additional resources you will require.**

- Name people outside of the organization who will act as references.
- List other individuals or organizations supporting this or similar projects.
- Name other whose support has been requested.
- State any previous contact with the funding bodies being approached, including previous financial assistance.

**7. Provide a budget.**

- Provide a detailed operating budget for the project showing how the money will be spent and the amount coming from all sources.

- Include the organization's latest audited financial statement.
- Explain any deficits in your organization's budget. List the specific sources of funding to cover the deficits.
- Explain where you will get funding if your project continues beyond the proposed grant period.