



GIVING HOPE
EMPOWERING CHANGE
SHARING PROGRESS

GIVINGCIRCLEOFHOPE.ORG

2017 TIPS FOR WRITING SUCCESSFUL APPLICATIONS

1. **Follow the Format Requirements.** *12 point Times Roman Font with one inch margins on all sides*
2. **Follow Directions.** Answer the questions in the order listed for each Part and label each response. Respond only to what is asked for in each Part.
 - Part 1. Cover Sheet providing information about:
 - A. Organization Information
 - B. Organization Narrative
 - C. Grant Information
 - Part 2. Project or CBE Grant Narrative *(Exceeding two pages double spaced with 1 inch margins will result in disqualification.)*
 - Part 3. Grant Application Attachments
3. **Communicate with us.** When in doubt, ask for clarification. Make sure you understand what is expected. We are happy to help. Email grants@givincircleofhope.org.
4. **Be creative, clear, concise, and accurate.** Make the case for your proposal in your own unique way, but include precise data. Avoid technical jargon as GCH volunteer reviewers may not speak your “language.”
5. **Emphasize what your organization will do.** Spend more time describing your project than the issue or your organization. Economize content and avoid repetition. Less is more.
6. **Evaluation counts.** Tell us what you want to learn and evaluate, as well as the assessment tools that you will use to evaluate your project (e.g., records, surveys, interviews, pre- and post- tests).
7. **Proofread carefully.** Make sure numbers add up and typos are removed. Double-check your (and our) organization’s name. Stay within space limitations. .
8. **Seriously, proofread!** If your proposal has been adapted for multiple funders, make sure you omit other funder’s names as well as previous requests. Spellcheckers do not always catch the correct use of words.

Good luck!