

## HOW TO...

# Apply for grant funding

A note from Future Ground Network's Grant-Writing Superteam

*Please review these tips and **begin preparing your grant proposal before contacting a member of the Grant-Writing Superteam** for assistance. You can contact us by posting in the [#grant-support Slack channel here](#).*

*When contacting us, please include your name and contact information, best way to connect with you quickly, the name of your organization/group, the specific project name/activity, the granting organization, the granting program you are applying to and the deadline for application. The closer to the deadline you contact us, the more limited our assistance will be.*

*If you want to ensure you have help when you need it, you can book time in advance. Although we expect that we will be helping you fine-tune a draft proposal, we are also available to answer questions to help you get started or to assist in your assessment of fit with a specific funder/funding stream.*

### 1. Know who you are and what you want to do

- Do you have a committed group that has agreed on an action plan?
- Have you taken a hard look at your collective capacity and how much effort the group can realistically expend over a specified time?
- Have you identified areas where funding could improve your effectiveness? This might include materials, photocopying, printing, buttons, transportation reimbursement for volunteers, volunteer-appreciation events, space rental, speaker honorariums, rental costs for audio/visual equipment, permit fees.
- What are the post-grant reporting requirements?
- Is financial management required? Do you have or need a bank account? Are you willing to set one up, with people committed to being signing officers/financial administrators/coordinators to administer the grant (manage electronic transfers of funds, write cheques, write e-transfers, track expenditures and write reports) and ensure planned activities happen?
- Is there a clear impact for your project (in the community, for your organization)?
- How will the impact be measured?

## 2. Read the funding guidelines of the organization(s) you have identified.

- Are you eligible to apply? **Strict adherence to the requirements of the funder will greatly improve your chances of success; ignore them at your peril!**
  - Corporations may have funds available (generally marketing dollars) for which any group can apply.
  - Local businesses or service clubs can also be a source of funds for groups that are not formally organized.
  - Charitable foundations require charitable status (federally through Canada Revenue Agency); many (not all) government grants require provincial registered society status.
- Does your intended purpose/work plan align with the funder's' priorities? Be honest; do not waste precious time.
- Again, how will this project positively affect your community (both quantitatively and qualitatively)?
- Does the time frame work? Do you really have enough time to prepare a proposal before the deadline, or will it create too much stress? Will the funding decision and grant distribution be soon (or late) enough to make your work viable?

## 3. Make a good business case

- The best grants tell a story and emphasize why your work is important.
- Once you have a work plan (how) within a specified time frame (when), build a budget that matches it. Include in-kind donations such as volunteer time (attach an equivalent dollar amount). Donations of food, materials, space, etc. from within your community amplify the importance of your undertaking.
- The best writers are not always good with numbers. If necessary, get help with your budget (and recognize that collaboration can take extra time).

#### 4. Review and proofread before submitting your proposal.

- It is important to seek objective and independent review of your grant proposal. Allow time for discussion with your colleagues and expect to revise your proposal. Do not leave this activity to the last minute.
- Schedule someone and a time for proofreading and editing. Typos, errors in addition, redundancy and unanswered questions can work against you.
- This can be part of the support offered by the Grant Support Team. Please send the final draft, not working notes. Book time in advance if you need a short turnaround, but only if you are at the final draft stage of the process.

#### More detailed grant-writing resources:

[Grant writing for beginners](#)

[How to write a winning grant proposal](#)

[How to write a grant and get it](#)

[How to write a grant proposal \(wiki\)](#)