



## Application Preparation Help

An applicants' project goals should be in alignment with the goals of the funding agency. The best way to discover this is by understanding the mission of the funding agency and by carefully reading the guidelines in request for proposals (RFP) or funding opportunity announcement (FOA).

Funding information from the Maine Arts Commission can be found on the agency website and in the online Grants Management System.

### **The preparation**

- Evaluate the goals of the funding (grant) program and determine if they align with your proposal.
- Research other available grants and make sure you are applying to the right one(s).
- Make sure you have enough time to complete a competitive application package.
- Check the frequently asked question (FAQ) section of the funding organization website.
- Attend informational meetings, webinars, or online discussions about the grant.
- Create a checklist if the grant requirements are complex.
- Collect letters of support or other support materials early in the process.
- Identify appropriate partners that may strengthen your application/project.
- Contact the grant administrator(s) to make sure your project aligns with the criteria.
- See if the funding organization provides examples of successful past applications.
- Make a copy of your application for your records before you submit.

### **The application**

- Draft it, review it, make edits, and repeat until the application is excellent.
- Be clear and focused with your language.
- Answer everything that is asked. Leave nothing blank.
- Label and format your support materials as requested by the funding organization.
- Use support materials that are up to date and appropriate for the application.
- Use good quality media and images.
- Proofread, double-check calculations, re-confirm dates, and have a friend proofread it.
- Make sure the application arrives at the funding agency prior to the announced deadline.
- Follow-up after submitting to make sure the application was received and accepted.
- Mark your calendar with review dates and when results will be announced.
- Make sure to thank people who helped you with your application.

### **The notice**

- If you receive an award, be sure you clearly understand the funding/reporting obligations.
- If you receive an award, be sure to invite the funders to your project.
- Request feedback (minutes) about your application.
- Make a note to re-apply if the funds are offered again.