

## Grant Writing Help

Your 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 reading the guidelines in the request for proposals (RFP), notice of funds available (NOFA), request for qualifications (RFQ), funding opportunity announcement (FOA), or however the funding opportunity is being advertised.

This document offers advice for people interested in applying for grant funding from the Maine Arts Commission. If you apply for grant funding from other agencies, foundations, or institutions, their process may differ.

### The preparation

- Evaluate the goals of the 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 construct 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 your support materials in the way requested by the funding organization.
- Use support materials that are up to date and appropriate for the application.
- Use good quality media and images.
- Make sure your attachments are in the proper file format.
- 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.

### The decision

- Make sure to thank people who helped you with your application.
- Request feedback (minutes) about your application from the funding organization.
- Re-apply if the grant is offered again.