



TIPS FOR GRANTWRITERS

The following is a list of "helpful hints" regarding the completion of the grant application:

1. Brevity is the key. With the prospect of over fifteen applicants, try to make your case as simple as possible to assist the foundation committee.
2. Do not overstate the benefits.
3. Clearly state who benefits. Do not claim the entire area benefits if your entity does not effectively serve the entire area. Include actual numbers of people served rather than the entire population of the Elma area.
4. Clearly state the charitable purpose. When the committee reviews the application, there should be no question that the request is a charitable purpose.
5. The minimum grant is \$250. The maximum grant is \$1,000. However, frugality is a virtue in the consideration of your grant request.
6. The following is a list of items the committee will consider when reviewing your grant request:
 - a. Impact - Does the project serve the general public?
 - b. Need - Does the project solve a community need?
 - c. Feasibility - Is the project well-planned and likely to succeed?
 - d. Collaboration - Does the project utilize other groups?
 - e. Financing - Have you reached out for other funding?
7. Budget information must be accurate. All budgets must include both income and expenses. The organizational budget is the overall budget. The project/program budget is the budget for the specific project/program involved with the grant application.

Thank you for your interest and service to the residents of the Elma Area.

**For Good.
For the ELMA AREA.
For Ever.**