

WHAT YOU SHOULD DO:

Read the Forum’s guidelines carefully.

Please be sure your program meets the eligibility requirements detailed in the grant guidelines. Familiarize yourself with the grant guidelines and forms before contacting the Forum’s Grants Office.

Use the link provided on the Forum website to create the required documents.

The online system produces the consistently formatted document needed by the review committee. Feel free to attach all information that will help support your project, but note that the selection committee is not required to review supplemental attachments. Make sure that your grant project description includes all critical information.

Use the downloadable budget form to submit your grant budget.

The downloadable budget form ensures that the review committee can compare proposed grant budgets effectively and efficiently. We strongly recommend reading our “Recommendations for Budget Narratives” document.

Contact us when you have questions or would like feedback.

Please seek advice well before the proposal deadline. This will allow the Grants Manager time to assist you and enough time for you to assemble the necessary information for your proposal packet. Please familiarize yourself with the grant guidelines before contacting Forum staff.

Respond to the questions posed in the application forms clearly and concisely.

We strongly recommend that you ask someone unfamiliar with your project to read your application. The questions they have are likely to be ones the grant review committee has.

Develop a plan for measuring the impact of your grant project before starting.

It is challenging to measure the qualitative and quantitative impact of humanities projects, so you can set yourself apart by demonstrating a concrete plan in your grant proposal. Consider how your impact measurement plan affects your project budget.

Be sure to consider the lasting legacy your successful project will leave behind.

Recognize that your project will live on past the point of completion and develop a plan to ensure that the project’s final products will be accessible to the general public.

Proofread your grant application.

Before you submit your final grant application, proofread it. For longer text sections, such as the Project Description, you may want to draft your response in a word-processing program with spell check.

Before submitting your grant budget, double-check your arithmetic. Be sure that the matching amount equals or exceeds your grant request.

WHAT YOU SHOULD NOT DO:

Do not assume that grant reviewers are familiar with you and your organization.

Provide the background information requested about your organization, the proposed program, and the people involved.

Do not exceed word limits.

Be concise. Word limits exist to encourage a manageable presentation of your ideas for our grant reviewers. Using supplemental documents to provide longer answers to application questions does not present your submission well to reviewers who are reading many proposals.

Do not submit an inflated project budget or estimated cost-share.

Please submit a realistic budget and cost-share for your proposed program. Use the budget narrative section to explain any line item that may warrant further explanation. Remember, we do not know that ins and outs of your program the way you do; please use these sections to help us understand.

ADDITIONAL TIPS:

- ◆ Read all grant requirements before you begin writing your grant.
- ◆ Don't forget to save your work as you proceed through the grant application.
- ◆ Don't forget to spell check.
- ◆ Don't forget to check your budget totals.
- ◆ Have someone read your grant that is not familiar with your project. They will be able to give you pertinent feedback about whether the information in your grant is thorough and understandable.
- ◆ Don't forget to click submit once you have completed your application.
- ◆ Make sure you have a backup plan in case your project does not receive funding or full-funding from the Forum.

STILL HAVE QUESTIONS?

Contact the Forum at 907.272.5313 or by email at grants@akhf.org.