

## SUGGESTIONS FOR COMPLETING YOUR GRANT APPLICATION

The Trustees of the BRF Area Foundation met recently to review this year's grant applications. Every applicant organization provides a valuable and needed community service. All of the requests would impact the people of Jackson County in a positive way. Unfortunately, as always, need far exceeded fund availability and subsequently our Trustees had difficult decisions to make.

The Foundation strives to make the grant application process as easy as possible, but as demand increases and causes become more varied, it has become apparent that many of the same questions often arise during discussion. If your application does not address those issues, it has a negative affect on your application's score. Realizing this situation will become even more relevant in the future, the following list of information has been prepared to help you know what to include with your application to improve your chances of approval.

- **Non-Profit Status:** Be certain to include your EIN# and documentation to verify your non-profit status.
- **Providing more information and supporting documentation will improve your score during the review and approval process.**
- **Project Summary:** Make certain that your summary includes this vital information:
  - The human or community need your project will address, and explain why there is a need for it.
  - The number of persons in Jackson County who will benefit from your project. This is very important so supply supporting documentation for the numbers.
  - The results you hope to achieve, and how you will evaluate the success of your project.
  - If your organization provides an on-going constant need (feeding the hungry), include historical information ~ how many people have you helped in previous years, do you see trends, do you anticipate that number to increase, etc.
  - If your request is for operational or programing costs, attach a copy of your budget showing how you arrived at the number you are requesting and how the grant will impact that budget.
  - In the case of an item(s) to be purchased include verification of what the item cost and quotes to indicate you have compared prices.
  - For projects where outside contractors will be needed, include cost estimates, quotes and other documentation you used to determine your project costs, compare prices and select your contractor.
- **Total Project Budget:** In addition to filling in the box that asks this question, attach supporting documentation such as a copy of the itemized budget for your whole project and again, as mentioned above, supporting documentation for your project costs.

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- **Grant Amount Requested:** The timing of the Foundation's grant application period makes ours the first local grant application (Lunda Charitable, Theisen's Community Grants, etc.) submitted within the year. Therefore, many applicants tend to request their total project cost as they are uncertain of their chances with other grant requests. However, having additional funding sources for your project reflects positively on your application. We encourage you to list the other grants you have, or will be applying for and the amounts you are requesting. In the case of larger project requests, you may apply to the Foundation again in March of the following year for any remaining project costs. Additionally, fund raisers and private donations show us your commitment to the project and community support for your plans. You can address this topic by the amounts you put in the fields for 'Total Project Budget' and 'Grant Amount Requested' and with the narratives on the top of page two asking about your funding sources.
- **Multiple Purpose Grants:** If your organization is applying for grant funds for multiple purposes/projects be certain to break the total amount down respectively with supporting documentation. For example, if your organization is requesting funding for several purposes (operational, programs, equipment), itemize how much of the requested amount is for each category, break-down the costs within each category, and provide documentation showing how this amount relates to your total budget for each category. Often there may be only enough funds to support a portion of your request. If there is no breakdown or supporting documentation, this is impossible to do.
- When completing our Evaluation form upon the finalization of your project, please be as detailed as possible. In considering future grant requests, these forms may be reviewed for past grant successes.

In the past, our executive director has reached out to applicants and requested additional information. With more and more grant requests each year, this is becoming impossible. Subsequently decisions must be based on only the information you provide with your application.

If you have any questions while you are completing your application packet, please feel free to contact the foundation office: [executivedirector@brfareafoundation.org](mailto:executivedirector@brfareafoundation.org); 715-284-3113; P.O. Box 99, Black River Falls, WI 54615.