<u>Helpful Hints</u>

The following comments are provided to assist applicants in the completion of their grant application.

These are a compilation of observations made by the Cultural Funding Committee based on their review of past applications. These hints are to serve as general guidelines for improving the strength and competitiveness of grant applications. For example:

- Read each question and provide a response which answers it. Make certain the responses are complete and thorough.

- Supply all information requested regarding staff and board members.

- Provide specific outcomes and/or benefits of collaborations.

- State what new, innovative programs have been introduced over the past two (2) years.

- Ensure the numbers provided on the attendance and fundraising forms are added correctly.

- Ensure numbers referenced throughout the application are consistent.

- Stating a percentage increase or decrease can be compelling, but the actual number(s) should also be provided. A percentage alone is meaningless, i.e. 20% of what? This applies to attendance as well as financial information.

    NOTE: The above are examples and not intended to be all inclusive.

- Applicants are encouraged to take advantage of the assistance provided by the Division of Arts and Cultural Services staff.

- If a question cannot be answered, the applicant needs to provide a brief explanation why it cannot be answered.

- An organization's responses should present a compelling case and be clearly and concisely stated. Incomplete and vague answers negatively affect scores.

- Each question should be answered separately. Questions and answers should not be combined with one another. Responses need to be specific.

- Organizations are encouraged to have a written marketing plan that reflects how performances and/or exhibits are promoted. How does the organization get the word out?

- A request for funding that exceeds the amount for which an organization is eligible may negatively affect its overall score.

- Applicants should review their application packet before submitting it to ensure it is complete and all required documentation is included.

- The individuals representing the organization at the Q & A should have a working knowledge of the organization and be able to answer questions regarding the information provided in the application. Come prepared.

- Bringing a copy of the completed application to the Q & A is recommended. This will allow you to reference a section when queried.

- While not required, having one or more board member(s) attend the Q & A demonstrates board support for the organization