



Beyond the Application

Tips for Self/Peer Adjudication of Your Grant Applications

Funders want to grant you money!

Please thoroughly read the grant criteria and review the application form before applying for the grant.

Contact the funder to talk about your ideas. It's a great way to ensure you're on the right track. And it lets the funder know to expect your application. If it's not a good fit, you've saved yourself time and disappointment.

1. Make sure you are eligible to apply.

- Is membership required? If so, are you a member? And are your membership fees paid?
- If it's a District grant? Do you reside within the District boundaries?
- Is your community/organization in good standing? Are there any outstanding grants that need to be completed before you apply?
- There's a relationship between Sask Lottery's grants – you have to be in good standing across all of them to apply. I.e. Community Grant, SPRA, SaskCulture, and Sask Sport Grants.
- Make sure you submit your application before the deadline.

2. If an application form is provided, please use it.

- Standardized format makes it easier for everyone to go through the applications.
Grant Writers - Guides them through all the important questions they need to answer. It also ensures they have developed their program plan/concept and thought through the details on their end.
Adjudicators – Makes it easier to read through applications and flip back and forth through sections for information when assessing.
- CAUTION: applications may not be accepted if they are not submitted on official form.

3. Get to the point.

- Granting is competitive. Adjudication teams are talented and have good insight.
- Don't need to be fancy. Adjudicators want to know what you'd like to do and how you plan to do it.

4. Are all your costs eligible?

- No - Capital Projects, Wages, Food/Beverages, Prizes, Electronics, Uniforms, Personal Items
- Yes – Facilitator Fees, Advertising, Program Materials and Supplies, Hall/Facility Rental
- Unsure/Recent Changes. Not sure if something is eligible, call and ask. Outline which eligible costs you would ideally like to see your funding go towards then call and ask if they would be allowable expenses.

5. Does your budget balance?

- Revenue = Expenses
- An annual department budget is not expected – only need info about the related program/project

- Research your expected costs/expenses
 - Provide reasonable estimates/breakdown of costs
 - Some grants have a maximum allowance for certain expenses. Stay within the limit. ie utilities, rent
- In-Kind Contributions and Self-Help
 - List a dollar amount for your in-kind contributions. It shows self-help and support from others.
 - Self-Help is a good thing. It is a strong indicator of your own commitment to the program. Funders/Adjudicators want to know you're committed and invested in the program. Self-help is an indicator of how much you believe the program can help/benefit your community.
 - You don't have to match dollar for dollar with self-help, but some contribution is appreciated.

6. How will you evaluate the program?

- Evaluation shows you are not just running a program to run a program.
- Figure out what you're really trying to do then match your program evaluation to your objectives.
- Go beyond attendance. There are many ways to evaluate so be creative.
- Add a mix of quantitative outputs or number-based results (ie number of times the program ran or attendance) and qualitative outcomes or observations (ie. Pictures, quotes/testimonials, feedback).
- Serious evaluation shows you are working through the whole program planning cycle and that you are committed to making changes in future programming.

7. Is the Action Plan complete?

- Is it comprehensive? Does it list all the major tasks from the time of application – to program - to follow-up? Include the administrative tasks along with the program plan.
- Provide details like dates or length of time allotted for each task. This is what shows the plan is well thought out and planned for success (not just an idea that fits grant criteria).

8. Double check your application. Have you met all the requirements?

- Have I answered all the questions?
You are basically assessed on any question asked. If you leave any unanswered questions/empty spaces you are leaving points on the table. So, answer all the questions to the best of your ability.
- Letters of Support
You can't provide your own letter of support. Ask another supporter or program partner for a letter. Preferable to get letters of support from different organizations.
- Signatures
 - If the application requires two signatures, you can't sign twice. Have another leader/witness sign.
 - Ensure a bondable member with signing authority signs the application, according to your membership.

9. If you are contacted to provide more information, please consider editing your application as suggested.

- Gate Keeper. Some organizations have someone that reviews applications to make sure requirements are met before they are sent to their adjudicators. At the District level, if something is missing or isn't clearly explained we can call the applicant to let them know they need to make revisions and resubmit.
- In larger organizations, with more competitive grants, this may be where your grant is set aside and left out of the adjudication process.

10. Read your acceptance letter.

- Just because you asked for something doesn't mean you'll get it, so please read your letter for details.
- The acceptance letter provides important information such as how much money you've been granted, which expenses have been approved, how payment will be made, and dates for follow-up reports. It also has contact information of who you should call if you have any questions.
- The acceptance letter also comes in handy during the follow-up process, for the same reasons above.
- The acceptance letter can also be seen as an agreement, so if something happens that significantly changes your plans, please call the funder to ask permission to change your program plan.

11. Follow Up

- The grant process isn't complete until the follow-up report is sent in. Satisfactorily completing this report will release any remaining grant dollars and keep you in good standing.
- Keep track of expenses/receipts.
- Evaluation – remember to make observations/notes along the way. It's a good practice to maintain and it helps you refer back to pertinent information when you're completing the follow up report.
- Remember the follow up affects your next application. Actions are tracked and you want to build a positive relationship with the funder.

12. Keep at It

- Don't quit before you start. Don't get intimidated. We all want to help you. Call and ask for advice.
- If an application is unsuccessful, keep trying. Grant writing is a skill that can be developed.
- You can write a great application and still not get the grant - sometimes there's not enough money to go around. So, don't take it personally. Replan and apply for the next intake.

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