



Tips for Submitting a Grant Application

The following tips will be useful as you prepare your request for a CFWO grant.

Get Feedback from an Outsider

Ask someone who is not familiar with your work to read your application materials. A fresh reader can help spot gaps in your narrative or items that need more explanation. Make sure these questions are answered:

- What is the project?
- What impact will this project have on women and/or girls in Tompkins County?
- Is the list of activities and timeline covered by the grant logical and complete?
- Why is this project necessary in Tompkins County right now?
- Who will be helped by the project and how do you know they will find it/use it/benefit?
- Is there research or other groundwork that makes you believe your efforts will be successful?
- If criteria for evaluating success of the project are included (it's best if they are), do the evaluation methods seem appropriate and insightful?

If your idea is new or unfamiliar, have you included good details to clarify your vision, demonstrate your planning and explain why this innovative solution is likely to succeed?

Include a Clear Budget

- Is it clear exactly what you'll spend the CFWO funds on?
- Does the spending amount and timing make sense?

If Your Organization Has a Large Budget or Access to Other Funding

We **often** fund projects for organizations with lots of other funding, but the successful applications have clear details showing how the funding from CFWO will allow for conducting a specific aspect of their work. Because CFWO funding is more flexible than some of the larger sources, which may have very specific funding restrictions, it can be useful to fill gaps that would enhance your project.

If Your Organization isn't Specifically Focused on Women and/or Girls

We do accept requests from organizations that also help men and/or boys; you should consider the following:

- Ask for funding for a project that **focuses** on women and/or girls.

- Clarify how the funding you request from CFWO will be used for women and/or girls. For example, if a program offers six scholarships, your grant request might cover three spots which will be reserved for female applicants.
- Pay extra attention to the budget to be sure CFWO Board members can understand how you are targeting the support we provide to women and/or girls.

Show How Your Project Connects

Many of the projects funded through CFWO grants are a piece that connects to a broader picture. Some projects have a historical context, for example, replacing an outdated item of infrastructure that has a track record of community use. Other projects are one component of a larger effort, for example, funding childcare for women taking college courses. Other projects provide scaffolding for next steps, for example, paying outstanding court fees to allow women to apply for financial aid.

When the funding provided by CFWO is part of a broader effort, the impact is multiplied. Including this larger context can be helpful.

Tips Checklist

We know that putting together grant applications can be stressful, and so we include this list to help you be sure your application makes a good impression.

- Proofread for clarity and clean writing. Have it reviewed by a friend or colleague who isn't familiar with the project.
- Check your math. Does the budget clearly account for the requested funding?
- If you are reusing or repurposing a grant narrative, be sure you have edited it. Double-check that the years/dates and organization names are correct.
- Include all of the requested detail and the necessary signatures.
- If you are submitting photocopies, be sure that they are legible.
- If you are including extra items such as testimonials or images, label them clearly so we know what they are and why they are included.
- If you have received funding in the past year, you may need to submit an Interim or Final report. The Board reads these reports eagerly, so make sure it is included. *(Details of the reports and due dates are on our website.)*
- Be sure to submit your application and all attachments by the deadline.

Funding in one year is not a guarantee for future years. Nor does non-funding in one year create a pattern for future years.

If you have further questions about the grant application, please contact CFWO at grants@womenbuildingcommunity.org.