

## **Tips for Successful Grant Writing**

When applying for grants, use these tips in order to increase your chances of being selected to receive funding:

### **Be Neat and Thorough**

When filling out the application, be sure to answer every question thoroughly and honestly. The application should be typed or neatly handwritten. Provide current contact information with a professional e-mail address. Have others proofread your application to fix and correct any errors in spelling, grammar or punctuation.

### **Include Relevant Documentation**

Outside agencies that provide grants often require additional documents along with the application. Read the grant application thoroughly to determine what document(s) you will need to provide. Very often, agencies will require associations to prove their non-profit status via a **501 (c) (3) Classification letter**, which is available through the National Office of Pop Warner.

Grant agencies often also require **current financials and projected budgets** for your association. Be sure that all financials are clearly labeled and easy to follow.

### **Be Aware of Deadlines**

All grant programs have a deadline for when applications must be received. When reviewing the grant application, take note of the submission deadline and make sure all paperwork is submitted on or before that date. Grant agencies will not accept late submissions regardless of the circumstances.

### **Submit Follow-Up Paperwork**

Grant agencies often ask recipients of grant funds to fill out follow-up paperwork indicating how the money was spent. If you receive a grant and are asked to fill out a follow-up form, follow the directions and send in the form along with any other relevant documentation before the deadline.

Failure to send in a follow-up form indicating how you used the money may result in **forfeiture of the funds**. Groups who do not follow-up may also be **ineligible to receive future grants** from the specific grant program.

Grant applications may seem intimidating at first, but carefully filling out the application using these tips can lead to your association receiving funds that aid you in running your Pop Warner organization. If you have any questions or have found a grant program that you would like to share with us, contact the National Office at (215) 752-2691.