

FY26 GRANT APPLICATION PREPARATION TIPS & HINTS

Use this list to prepare your answers prior to using the online application form.

1. Identify deliverables

- List all tangible deliverables/outputs (e.g., reports, workshops, advertising campaigns, publications, etc).
- Ensure deliverables directly support stated goals and programmatic activities.

2. Develop a detailed timeline with key milestones

- Break the project into phases such as planning, implementation, evaluation, reporting.
- Connect each deliverable to a specific phase in the timeline.
- Assign realistic deadlines for each phase and each deliverable.
- Align the timeline with the 12-month grant period and final report due date.

3. Build a budget that matches the implementation timeline and deliverables

- Ensure that EACH line item in the budget corresponds to a specific deliverable.
- Include only costs that are essential and justifiable for project success and any projected revenue generated by the project.
- Itemize funding sources in separate columns, including financial and/or in-kind support from other sources.
 - i. Only include funding from other sources that is “in-hand” at the time of application.

4. Describe how each activity’s specific outcome(s) will be achieved:

- Use the timeline and budget to guide the project narrative.
- Include project goals and how success will be measured quantitatively and/or qualitatively.
- Identify any specific problems the project will address.
- Explain how the project will be managed and how resources will be allocated and used.

5. For marketing and promotion projects, include:

- Descriptions of each marketing platform and/or product (i.e., flyers, posters, radio, television, website, and social media outlets (i.e., Facebook, Instagram, Tic Tok, You Tube).
- Descriptions of specific markets, audiences and/or consumers the project will reach including geographic, demographic and other relevant market segment information.