

## Tips for a Successful Grant Proposal

What you should do:

**1. Read the NHHC guidelines carefully.**

Please be sure your program meets the eligibility requirements detailed in the grant guidelines. Familiarize yourself with the grant guidelines and forms before contacting NHHC staff.

**2. Use the templates available at <http://www.nhhc.org/apply-for-a-grant.php> to create the required documents.**

**3. Contact us when you have questions or would like feedback.**

Please seek advice well before the proposal deadline to allow staff time to assist you and to allow yourself time to assemble the necessary information for your proposal packet.

**4. Clearly and concisely respond to the questions posed in the application forms.**

We strongly recommend that you ask someone unfamiliar with your project to read your application. The questions he/she has are likely to be ones the grant review committee has.

**5. Take care to properly organize your proposal packet.**

Make sure that your proposal packet contains one complete set of the following: cover sheet, project narrative, budget spreadsheet, budget notes, resumes, and certifications with all of the required signatures included. Quarterly and Major grant applications must also include a humanities statement by the primary humanities expert involved in the project. No need to include a cover letter.

What you should NOT do:

**1. Do not assume that grant reviewers are familiar with you and your organization.**

Provide the background information requested about your organization, the proposed program, and the people involved.

**2. Do not exceed word limits.**

Be concise. Word or page limits exist to encourage a manageable presentation of your ideas for our grant reviewers. Exceeding the limit or reducing font size does not present your submission well to reviewers who are reading many proposals.

**3. Do not submit an inflated budget or one with mathematical errors.**

Please submit a realistic budget for your proposed program. Double-check all arithmetic. Be sure that your cash contribution equals 10% or more of your request to NHHC, and that your total cost share equals or exceeds your grant request.

**4. Do not submit a sloppy proposal.**

Take care to present your proposal well and make your narrative as easy to read as possible. Please answer all questions in the order listed in the guidelines.

**Questions?** Contact NHHC Grants Officer Susan Hatem at [shatem@nhhc.org](mailto:shatem@nhhc.org) or visit [www.nhhc.org](http://www.nhhc.org).