

Local/State Funding Report

Grants Series

THOMPSON

Grantseeking Quicktips

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Guide for a Complete and Thorough Grant Application

The Health Resources and Services Administration recently began including this list of recommendations and considerations for applicants within its funding announcements to ensure complete proposals for funding opportunities. The suggestions are not agency specific, and could be a very helpful checklist when you are preparing your next Grants.gov application.

- Include DUNS Number. You must include a DUNS Number to have your application reviewed. Applications will not be reviewed without a DUNS number. To obtain a DUNS number, access www.dunandbradstreet.com or call 1-866-705-5711.
- Register in Grants.gov immediately. In order to register in Grants.gov, you must have a DUNS number and be registered in the Central Contractor Registration. Applicants with questions about registration on Grants.gov can call the contact center at 1-800-518-4726. Contact center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding federal holidays.
- Keep your audience in mind. Reviewers will use only the information contained in the application to assess the application. Be sure the application and responses to the program requirements and expectations are complete and clearly written. Do not assume that reviewers are familiar with the applicant organization and its service area. Keep the review criteria in mind when writing the application.
- Start preparing the application early. Allow plenty of time to gather required information from various sources.
- Follow the instructions in the program guidance carefully. Place all information in the order requested. Avoid having reviewers hunt through your application for information.
- Be brief, concise and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables. Your budget should reflect back to the proposed activities, and all forms should be filled in accurately and completely.
- Be organized and logical. Many applications fail to receive a high score because the reviewers cannot follow the applicant's thought process or because parts of the application do not fit together.
- Be careful in the use of attachments. Do not use attachments for information that is required in the body of the application. Be sure to cross-reference all tables and attachments to the appropriate text in the application. Be sure to upload the attachments in the order indicated in the forms.
- Carefully proofread the application. Misspellings and grammatical errors will impede reviewers. Be sure that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout the application. Make sure you submit your application in final form, without markups.
- Print out and carefully review an electronic application to ensure its accuracy and completion. When submitting electronically, print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. Check to ensure that all attachments are included before sending the application forward.
- Ensure that all information is submitted at the same time. Most agencies will not consider additional information or materials submitted after your initial submission, nor will many agencies accept e-mailed applications or supplemental materials once your application has been received. 🏠