

# SOME DOS AND DON'TS FOR GRANT APPLICATIONS

Note: This advice is based on several years experience reviewing SAEF grant applications and is intended to give you some idea of what the Grants Committee likes to see or does not like to see when reviewing grants. You should also have a thorough look at some of the sample grants posted on the St. Anthony Hall web site to get some ideas about best practices in grant writing. Please feel free to contact members of the Grants Committee for more thorough advice.

## TIPS TO IMPROVE YOUR GRANT

1. **Broad impact:** While SAEF is excited to fund a variety of types of projects, in general grants that will have a larger the benefit to society and your community receive higher priority for funding.
2. **Be thorough and specific:** The more detailed you make your proposal, the better. While we understand some proposals must include a degree of uncertainty about various elements, when at all possible include precise dates, timelines, budgets, and project details. We want to see that you know exactly what it is you're going to do and that the proposal has been completely thought out. Also, make sure to complete all relevant sections of the grant application, including the cover sheet.
3. **Documentation:** Don't forget to include all relevant documentation. Provide the details on price quotes, and if your project involves any outside entities, college faculty, or other personnel, don't forget to get supporting letters or send relevant program brochures. We want to know as much as possible about programs you've applied to or what support you'll have for your project. Additionally, don't forget to send (or have sent) endorsements from your appropriate undergraduate and graduate officers.
4. **Hall component:** Don't forget that all grants are now required to benefit the Hall in some way, even if Hall benefit is not the principle purpose of the grant. The Hall benefit can come in the form of a Hall presentation or via large-scale participation of Hall members. Be sure to take this component seriously in your proposal.
5. **Ask for help:** Your chapter's graduate organization should serve as a resource for helping you with your grant proposals. Ask members of your graduate organization with grant experience for help writing and improving your proposal. Also, don't be shy about contacting members of the SAEF grants committee to ask for help or for suggestions to improve your proposal - it's what we're here for.

## THINGS TO AVOID

1. **Don't request things we can't fund:** SAEF cannot provide food, lodging, or other living expenses for grantees (though we may be able to provide food for an event or lodging for a speaker). Also, SAEF will not fund the purchase of large-budget media equipment for individual applicants, though such purchases can be funded for the chapter as a whole. For example, we

cannot fund the purchase of a camera for an individual, but we could fund a computer, projector, or printer for a chapter. We *can* fund, either for chapters or individuals, art supplies that will be used for a grant project or other smaller-budget items that might remain beyond the term of the grant, such as paints, brushes, film, etc. (though we may request that such items be donated to the chapter at the completion of the grant). Additionally, while we can fund furniture for study areas, SAEF generally considers such items more the provenance of the local graduate organizations. If you have any questions about what SAEF can or cannot fund, please contact the chair of the Grants Committee.

2. **Vacations:** While SAEF can and does fund travel for individual study, such travel is expected to have a clear, demonstrable, and significant educational benefit and be clearly explained and documented in advance. SAEF will not fund travel without a sufficient educational benefit. Be very sure to explain why SAEF will not be funding your recreational travel.

3. **Unprofessionalism:** While SAEF is made up of Hall siblings, it is nonetheless a professional charitable corporation and applicants are expected to write their grant proposals accordingly. Your grant application should be written with the same seriousness as a corporate job application.

4. **Unreasonable requests:** Please bear in mind that SAEF is a charitable organization working within a constrained budget, so grant requests should be kept within reason. This is partially ensured by the grant funding limit, but we are very unlikely to fund, for example, an expensive piece of office furniture priced at the grant limit or any chapter amenities considered frivolous by the committee.