GRANT APPLICATION TIPS AND TRICKS
Purdue University Office of Service-Learning

Before You Begin

- Review application questions ahead of time, create a Word or Google document to compile grant application information, and share the document, and assign roles if working on a team.
- Though only one team member can fill out the grant application in the Community Service/Service-Leaning Grant system, a shareable doc will allow you to work together ahead of time.
- If working on a team, having a clear idea of who will be responsible for submitting your grant application, submitting the final report, etc. will help keep your project running smoothly. But while setting deadlines and assigning tasks, don't forget that things don't always go as planned. You may need to adjust assignments to ensure that everything gets done; thus, fluid team communication is key!

Create Appropriate Title

Avoid using abbreviations or names of organizations in your title. A good practice is to make sure your title includes language that captures the core/main objective of your project. Below are a few examples of good application titles.

- Urban Water Projects: Storm Water Best Management Practices for STEM Education
- Preserving our Roots: The Hanna Center Service-Learning Project
- Teaching young learners computational thinking skill through museum activities

Give Short Project Overview

At the beginning of your proposal, you should provide an overview of the project. Below is an example of a good project summary.

- Urban Water Projects, a team of 5 Purdue students in environmental and ecological and biological engineering are teaming up with the Wabash River Enhancement Corporation (WREC), a non-profit organization dedicated to improving the quality of the Wabash River and the surrounding area, and the Dennis Burton Right Steps Child Care Center to install rain barrels and a native savanna.

State Your Need

Near the middle of your proposal, you should state the specific need that the project will help fulfill. Below is an example of a good way to state the need of a project.

- Once installed, the rain barrels will not only help Right Steps with their storm water run-off but also the neighboring Hanna Center in watering their landscape. The native savanna will improve the movement and infiltration of water through the Right Steps property, while also creating a more aesthetically pleasing environment in which the children can play.

Explain What You Will Do

At the end of your proposal, you should explain what you would do with the grant. Below is an example of a thorough explanation.

- To increase the visibility and learning opportunity of the project to public park users, Hanna Center members, and Right Steps faculty and families, we are seeking funding through this grant to purchase 1 educational sign to highlight the projects throughout the Right Steps facility, 5 rain barrels, drip irrigation and fittings as well as some plant materials.

What To Do If You Receive a Grant

Specific practices will vary by project, but here are some key things to consider:

- Keep an open line of communication between yourself, your team (if applicable), your sponsor, and your community partner.

- Never be afraid to ask questions at any point of the process. This can only make your project stronger!

- Trust yourself and don't be afraid to think outside the box. Have an idea that you think would really help the community partner? Maybe it's something they haven't thought of before; perhaps it can be incorporated into your project; maybe it could even lead to another engagement project in the future!

- Submit your final report. Doing this will not only give you an opportunity to reflect on your project experiences and accomplishments, but it will also enable you to be considered for another grant in the future!