Tips for Successful Grant Writing

➢ Always read, and re-read, the grant guidelines and application instructions before you begin writing your application.

➢ If you have any questions, do not hesitate to call the Roxbury Arts Group at 607.326.7908, or email Samantha Nick at community@roxburyartsgroup.org.

➢ When writing your application, make sure that you are answering the questions that are asked, and make sure that those answers are clear. All questions should be answered.

➢ Make sure that your application is concise. The review panel considers many applications and it is important to take that into consideration. Do not make them work too hard to understand your application.

➢ It is good measure to make sure that panel members are not left asking questions about your application and/or project. The more questions a panelist might have, the more uncertain they may feel about your ability to complete the project.

➢ Give as much detail as possible when completing the budget portion of the application. These grants are funded with public money, and panelists are charged to make sure that those funds are used in an appropriate manner.

➢ Be realistic. Our panel is made up of artists, educators, community members, and community leaders. They have experience when it comes to programs of this nature, and they would be less likely to fund projects that they feel are not likely to succeed.

➢ Always read, and reread, your application before submitting your application. If you wish to have the Roxbury Arts Group staff review a draft of your grant application, please submit it before Thursday, October 31, 2019.

➢ Make sure that you are submitting a complete application with the appropriate attachments and supporting materials. Incomplete applications will not be considered.

➢ Good luck!