

## **Tips for Completing Your Application**

We hope that these tips will help you navigate and complete the online application. The tips are organized by section on the application.

### **Tip for Organization Information: Clear Funding Request Amount**

The Bama Works Fund, Enriching Communities, and the Louisa County Community Fund all utilize our online application. Our prerequisite questions are designed to help applicants find the best program for their funding request. It is very common for organizations to be eligible for more than one program. Organizations can choose to apply to more than one program with the same application, however, all three of these programs have unique funding limits.

If you plan to apply to more than one program with the same application, we recommend being clear about how much you are requesting from each program. For example, if you are applying to both the Bama Works Fund and Enriching Communities with a total request of \$20,000, it is helpful to note that you are requesting \$10,000 from each program, not \$20,000 from each program. We recommend noting this information in the first section of Funding Request Information.

### **Tip for Funding Request Information: Project Timeline**

The project timeline addresses the ‘When’ part of an organization’s funding request. All of our small grant programs do not fund projects that are already completed or cover expenses that have already been accrued. When determining the project timeline, keep in mind the decision time for each program. The timeline must not end before funding would be awarded.

For example, Enriching Communities has a decision time of December. Funding is typically awarded the second or third week of December. Grant funds can only be applied to activities occurring after the December decision time.

If the project timeline does not fit within a program’s decision time, we recommend applying to other grant programs that may be a better fit.

### **Tip for Funding Request Information: How many people will the project reach?**

While the Foundation does not focus primarily on number of individuals impacted, we do track the reach of each organization’s grant work.

We recommend providing a close estimate of the number of individuals or animals that may be reached through the proposed grant work. This number can be adjusted at any point if something comes up during the life of the grant.

### **Tip for Funding Request Narrative: Sustainability of the grant work**

If appropriate, we ask applicants to outline their plans for sustaining the work beyond the life of the grant. We encourage applicants to articulate that they have identified other funding sources or have a plan to do so.

### **Tip for Uploading Documentation: How to upload documents**

There are 6 required documents requested to complete the application packet. These documents should be submitted by the grant program deadline. Applicants can find a list of these documents at the beginning of the online application or on the pdf title 'See Application Questions'.

Our system requires that applicants first submit their application in order to upload documentation. This is set up so that the application and documents will be linked. Once the application is submitted, go to the tab on the Grants Portal, 'Upload Documentation'.

We recommend that you upload all documents in pdf format. We have found this to be the easiest way to ensure that we are able to download and view all of your documentation.

Applicants are free to upload additional documentation as well. Keep in mind that there will be a few 'required' documents, such as the site visit and fiscal sponsor letter, that are not needed to complete your application.