## Grant Application Tips

- Write your application for someone who does not know your organization. An outside panel of arts professionals from throughout New Jersey review the applications based on criteria outlined in our guidelines. Monmouth Arts staff and Board do not make decisions on the Local Arts Program grant applications.
- Designate one person to be the lead on your organization's application, but delegate sections to those with expertise in certain areas (finance, ADA, etc.). Our online platform, Submittable, allows for collaborative applications (see the Submittable website for guidance).
- Draft your application in a document and spend time proofreading your answers before entering your answers into the online form on Submittable.
- Read the guidelines carefully and be sure you're applying for the appropriate grant opportunity; check eligibility requirements.
- When considering your grant request, ask for the amount you are eligible for, keeping in mind the minimum and maximum amounts outlined in each set of guidelines.
- Answer the narrative questions completely and clearly. However, more is not always better when reviewers are reading dozens of applications.
- Take care when copying and pasting information from previous Monmouth Arts' applications or from other applications.
- Be certain that your program/project narrative reconciles with your budget.
- Have someone who does not know your organization read your application draft. They may be able to spot areas of missing information or content that is confusing better than someone who has a long history with the organization.
- It's fine to indicate in your application if you're struggling with something or working through an organizational challenge.
- When completing the application's Accessibility Survey, Visit the New Jersey Theatre Alliance's Cultural Access Network Project for resources and a useful self-assessment survey tool.
- Take time to proofread the final draft of your application for grammatical errors and typos. Then have someone else proofread it too!
- Current regrantees should take care to use the most up to date funding statement and logos in promotional materials and the organization's website. They (and other useful resources) can be found in the Grant Toolkit on the ArtHelps page of the Monmouth Arts website.
- Choose work samples that reflect your program and key points in your narrative. Good quality photos and videos are key to a positive experience for reviewers.
- Plan ahead! Give yourself/your team plenty of time to prepare the best application possible.