



NCEP GRANT APPLICATION PREPARATION TIPS

1. Give yourself enough time

- Although this grant has been created to be simple, it still takes time to write a neat, organized, well-thought-out, and complete grant. Answer each part of the application, using the template found on our website.

2. Make sure your project meets the guideline requirements of NCEP

- NCEP will not award any grants that do not fall under our Grant Making Priorities. If you question whether your idea falls under our priorities, please contact us.

3. Meet the deadline – February 15, September 15

- Late applications will not be accepted and will waste your valuable time and effort.

4. Follow application instructions

- It is important that you follow all the instructions, including submitting five copies of your proposal.
- All instructions can be found on the first page of the grant application.

5. Make it easy to read

- Please use a standard type size, no elaborate bindings or covers.

6. Use clear, simple language

- A simple style and direct style, free of acronyms and jargon, communicates best.

7. Don't overdo the supporting letters and other materials

- Meaningful letters of support are helpful, but too many can clutter the application.
- Newspaper clippings (copied and standard-size paper) and brochures can provide good supporting information.

8. Craft your goals and objectives carefully

- Clear objectives (and accompanying evaluation plan) are a strong selling point for your project. The process of developing your objectives helps you think through your plans; the finished objectives are your blueprint for your project when it's funded.

9. Proofread, spell-check and proofread again.

- Errors detract from your message.

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