



Helpful Dos & Don'ts

OF WRITING A SOURCEPOINT GRANT

GENERAL

DO!

- ✓ **Follow the document labeling instructions** outlined on page 2 of the application. This ensures all required documents are properly submitted for both SourcePoint and your agency.

DON'T!

- ✗ **Omit any required question or supporting document** without providing a clear explanation for its omission or non-applicability to your organization.
- ✗ **Assume funding is guaranteed** based on previous awards. Each year's application is evaluated independently.
- ✗ **Copy and paste** responses from a prior year's application without meaningful updates or revisions.

AGENCY OVERVIEW

- ✓ **Provide concise highlights** of your agency's mission, core services, and impact.

- ✗ **Assume reviewers are familiar with your organization**; provide sufficient context.
- ✗ **Use a disproportionate amount of your word count in this section**—keep it brief and informative.

FUNDING REQUEST

- ✓ **Clearly convey the anticipated impact of your program** on older adults in Delaware County. Support your case with data, community need, and measurable outcomes.
- ✓ **Demonstrate alignment** with one or more of SourcePoint's stated funding priorities

- ✗ **Focus heavily on general statistics** about the aging population—reviewers are already familiar with these trends
- ✗ **Neglect to state** how many older adults you intend to serve in 2026.

OVERSIGHT & IMPACT

- ✓ **Provide a clear plan** for how you will measure and report program success.

- ✗ **If serving multiple counties**, fail to explain how SourcePoint funding will be tracked and reported separately for Delaware County.
- ✗ **If requesting increased funding**, don't fail to explain the justification for any increases over previous years.

BUDGET NARRATIVE

- ✓ **Include all program-related line items**, even those not funded by SourcePoint.
- ✓ **Report total amounts specific to Delaware County operations**, ensuring the program total reflects only the cost to serve this county.
- ✓ **Clearly explain how the funding request was calculated** and why it represents a reasonable investment.

- ✗ **Leave the reviewer to infer the reason for increased funding**—be transparent and detailed.

DOCS

- ✓ **Upload each supporting document separately.** Do not combine all documents into a single file.
- ✓ **Submit all required documentation.** If a particular item is not applicable to your organization, upload a brief explanation in a separate document titled: *Agency Name_Not Applicable Supporting Documentation_2026*.