



## GRANT APPLICATION FAQs

### What: Types of SourcePoint Grants

- Innovative Mini- a new program to SourcePoint/grantee agency: \$10,000 or less
- General Mini- existing program funded by SourcePoint grant: \$10,000 or less
- General- existing program funded by SourcePoint grant: more than \$10,000

### Who:

- Contact person: Age-Friendly Coordinator for 2022 Grants
  - [jhaight@mysourcepoint.org](mailto:jhaight@mysourcepoint.org)
  - 740-203-2435
- Grant Review Committee: composed of board members, a community member and SourcePoint staff. The Grant Review Committee members review each grant application, meet to discuss the application and make recommendations to the Board of Directors. A community member is included on the committee for an objective view of someone who is in the Delaware community. SourcePoint staff provides historical and advisory input.

### When: Timeline

- |                           |  |
|---------------------------|--|
| • June 9 <sup>th</sup>    | Grant Application release                        |
| • August 20 <sup>th</sup> | Grant Applications due                           |
| • September/October       | Grant Review Committee Meetings                  |
| • October                 | Preliminary Board of Director Approval of Awards |
| • Early November          | Unofficial notification of grant award amount    |
| • November                | SourcePoint Full Budget Approval                 |
| • November                | Official Notification of Grant Award (NGA)       |
| • December                | Signed NGA due back to SourcePoint               |

### How:

- Applications are a Word document that should be downloaded, completed and uploaded through the SourcePoint grants portal. This document can be saved and edited multiple times on your computer prior to submission. Do not submit as a PDF. ***Please note, there are word count limits within sections of the application. Anything over the word count limit will be automatically deleted.***

## Do's and Don'ts of Writing a SourcePoint Grant

### A) General

- 1) **Do:** Use the document labeling instructions referenced in the application for all documents to be submitted
- 2) **Don't:** Skip any question or requirement without providing an explanation for why it is not relevant to your organization
- 3) **Don't:** Assume funding is guaranteed because you have been funded in the past
- 4) **Don't:** Simply cut and paste from previous year's application

B) Agency Background

- 1) **Do:** Brief highlights of agency, your mission, etc.
- 2) **Don't:** Assume the person reading the application has any familiarity with your organization

C) Program Info: Need Statement

- 1) **Do:** Sell the reader on the problem both for the individual and Delaware County. Use facts, data and community impact to make this clear to the reader
- 2) **Don't:** Spend too much time discussing the growth in the senior population
- 3) **Don't:** Spend time talking about your program or solution, this section is specifically for the issue/need/problem
- 4) **Don't:** Assume the reader agrees this is a problem or need requiring attention or funding

D) Program Info: Program Description

- 1) **Do:** Give them as much information as possible on how the program operates
- 2) **Do:** Give them as much information as possible on how this program specifically addresses the problem you described in the previous section
- 3) **Do:** Estimate the number of Delaware County residents you plan to support with this program and explain how you determined this number
- 4) **Don't:** Assume the reader has any understanding of the programs or services you are requesting funding for

E) Funding Impact

- 1) **Do:** Make sure to explain how this new funding allows the agency to provide new/expanded services
- 2) **Do:** Be very specific regarding services to be impacted

F) Program Goals and Objectives

- 1) **Do:** Read the instructions and definitions of what should be included in each of the defined areas and complete this section accordingly
- 2) **Do:** Submit SMART (Specific, Measurable, Attainable, Relevant, and Time-based) goals and objectives

G) Budget Narrative

- 1) **Do:** Include any other sources of funding supporting the program and the dollar amounts going specifically to Delaware County only
- 2) **Do:** Explain and sell any increase requested on any line item
- 3) **Do:** Explain how the request being of SourcePoint was determined and why it is a reasonable ask of SourcePoint
- 4) **Don't:** Make the reader guess or assume why more money is needed
- 5) **Don't:** Skip any line item in the narrative explanation (any line items skipped will not be funded)

H) Supporting Documentation

- 1) **Do:** Upload each document separately; **Do Not** upload all supporting documentation in one big file.
- 2) **Do:** Submit all requested supporting documentation. If a document does not apply to the grantee agency, please explain this in a separate document named "Agency name not applicable supporting documentation\_2022"