



Grants Tip Sheet # 2

Writing Your Application

The DHP application is designed as a framework on which to: describe your project and its implementation; develop your outcomes and write your evaluation statements; and calculate and justify your cost sharing and budget expenditures.

Justify, Justify, Justify

- Make a convincing case that your topic fits within one of the topical priorities.
- Persuasively explain the need for the project and explain its benefits.
- Convincingly demonstrate that the expenditures are appropriate, reasonable and necessary to the project.

Align

- Make sure your Project Narrative and your Budget correspond exactly. If you mention something that costs money in the narrative, that cost must be reflected in the budget – and vice versa!

Read and Re-read, Vise and Re-vise:

- Re-read your proposal as you compare it with the Evaluation Criteria (they're in the Guidelines) to make sure that you have included everything the reviewers will be looking for.
- Have someone unconnected with your project read your proposal and tell you whether or not they understand it, whether your argument for funding is convincing, whether your narrative is easy to read and whether the numbers add up correctly.
- Set the proposal aside for a few days, re-read it, and then make final revisions before you submit it.

Remember the Reviewer

- Keep the reviewers in mind as you write. Your application must stand on its own merit. It is the only opportunity you will have to make an impression on the reviewers. Do not assume they will know anything about your project or your organization.
- Be as specific and concise as possible. Too much information is as confusing as too little –don't leave reviewers guessing, or reading over information that is immaterial to your project's success.
- Be sure to limit your Narrative to a maximum of 7 pages, but if you can adequately describe your project in 4 pages, don't write 7!

- Keep your application organized and make it easy for the reviewer to find the information they need. Adhere to the Application Narrative Form and follow formatting instructions.

Don't Give Up

- Remember that if you don't succeed, DHP will provide you with reviewer's comments on your proposal. Use this information and consultations with the DHP Grants Officer to re-apply another year. A large percentage of re-submissions are funded.

Consult With Those Who Can Help

- Contact your DHP Grants Officer (Email: dhs@mail.nysed.gov, Phone: 518-474-6926) or your DHP Regional Archivist (see Resources in the Guidelines) for guidance at any time during the grant writing process. No matter how large or small the question, we are here to help.