CHEAT SHEET
MODULE 4

Before you apply it is really important that you understand if your project and your organization are eligible for a grant. This sounds very simple, but you would not believe how many proposals are sent to opportunities that are no fit for them. It keeps happening, so we will talk in more detail about it in this module. Knowing if your project is eligible makes your fundraising much more efficient and successful in the long term.

ELIGIBILITY in the context of a project proposal basically means if you or your organization meet their necessary criteria to receive a grant. This refers to form of organization, legal status, country of registration and age of organization amongst others. Some calls for applications only apply for organizations that already have a couple of years of experience, others only to development organizations or charities, others are also open for individuals.

HOW TO FIGURE OUT IF YOU ARE ELIGIBLE

Step 1: Is your country/region eligible for the grant?

Step 2: Does your organization meet the donor's requirements? (Are you a development organization, enterprise, private person, business? How many years has your organization been established? etc.)?

Step 3: Do your core values and your mission align with the core values and the mission of the potential donor?

Step 4: Does the donor fund in your focus area of work (i.e. health, education, environmental protection)

Step 5: Do the guidelines explicitly exclude the activities you are planning from being eligible (i.e. building of infrastructure, organizing of conferences, etc.)

Step 6: Does the donor include the strategies and activities you are planning in the guidelines?

Step 7: Does your budget fit within the grant floor and ceiling?

Step 8: Does your proposal address and include the types of stakeholders that the donor wants to work with?

"YOU APPLY TO AN OPPORTUNITY THAT YOU ARE NOT ELIGIBLE FOR, YOU ARE WASTING THE DONORS AND YOUR OWN TIME!!!!"

GUIDELINES

The guidelines are a catalogue of rules and regulations that the donor agency develops to help you write a proposal. The guidelines can be any size, from a couple of sentences and up to several pages. Some are very basic, while other can be incredibly technical. Normally, you find the guidelines in a separate document that accompanies the call for applications. Sometimes, the donor also publishes them on the website.

Print out a set of guidelines and place them next to your computer while writing the proposal – they should be your guiding document and inform each decision you make.

The guidelines give you the framework for how your application should look like. At the same time, they can also give you clues and tips on which sections of the proposal are very important to the donor. Make sure that you understand and find all the clues and use this information strategically while composing your proposal.