CAPITALIZE ALBANY

GRANT APPLICATION DECISION GUIDE

Think you're ready to apply for a grant? Use this decision-making flow-chart to help you determine if the effort of applying is worthwhile. Once you've determined if you're planning to apply, check out additional grant preparation resources available at www.CapitalizeAlbany.com/grants.

START HERE

Do you need external funding for a specific project?

NO. You do not need to apply for a grant at this time.

YES →

Does your project align with your organization's mission and capacity?

NO. Re-evaluate the project concept or investigate creative ways to increase capacity in order to apply.

YES →

Have you identified a specific, eligible grant opportunity?

NO. Research and find an appropriate funding opportunity.

YES →

Do you meet all of the eligibility requirements of the grant guidelines?

NO. Before deciding not to apply, consult with the program coordinator to discuss project eligibility.

YES →

Does your project directly address the funder's specific priorities and stated problem/need?

NO. Consider looking for a funder that is a better fit, or - if it makes sense - revisiting your project to improve alignment.

YES →

Do you have the internal capacity to prepare a high-quality application by the deadline?

NO. The application is likely to be rushed and unsuccessful. Investigate creative ways to increase capacity through partnerships.

YES →

Have you built a relationship with the funder, if possible, to confirm alignment and clarifying questions?

NO. It is recommended to try and establish contact first.

YES →

Should you apply?

NO, not at this time: Review areas where you identified a "No" and start to build readiness for future opportunities.

YES →

GO!

Start developing a proposal, including a clear needs statement, goals, objectives, budget, and timeline.

Check out www.CapitalizeAlbany.com/grants for more resources.

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