

How to Write a Grant Request

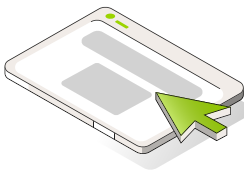
1



Research the application process

- Be aware of and follow all submission instructions, they are designed to help you
- Start early so you have time to submit the best possible application

2



Define your request

- Feature a specific project when possible
- Select a project that has a significant impact to the Eden Prairie community
- Select a project that is compelling

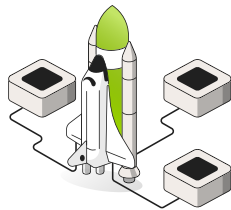
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Draft your grant proposal

- Apply basic grammar and punctuation standards
- Be concise, but detailed when describing how the grant will benefit Eden Prairie, including numbers of people if possible
- Answer the questions that are asked, do not include more
- Do not repeat information previously provided

4



Get feedback and make changes

- Share your first draft with mentors or others to obtain feedback/suggested changes
- Make changes to improve your proposal (keeping in mind the grant criteria)

5



Submit your proposal

- Use the checklist to make sure you submit all requested attachments
- If not all requested attachments are available, note that
- Target submission 1 week before the due date to allow time for follow up if there are questions