



# APPLYING FOR AN LRAC GRANT

## TIP SHEET

Here are the best practices for applying for your LRAC Grant.

### **Check your eligibility**

Each LRAC grant has different criteria for eligibility. Before beginning your application, **check your eligibility by looking for the “Applicant Eligibility”** section of the guidelines for the grant you wish to apply for (usually found on the first few pages of the grant guidelines).

### **Find the grant that fits your needs**

**Consider the grant purpose:** LRAC offers a variety of grants for Individuals and Organizations and each grant has a different purpose and focus. Watch a grant’s short overview video or take a look at the first page of the guidelines for a specific grant to get a feel for the purpose and focus of each grant.

**Consider the project budget:** Information about grant amounts available are found on the first page of the guidelines for each grant to help you plan your project budget.

**Consider your project timeframe:** Keep your project timeframe in mind, and check the “Deadlines” calendar on the LRAC website to find the grant that will work with the timing for your project.

### **Plan your project**

Once you have determined your eligibility and the grant that aligns best with your needs, you can plan your project. Review the **“Project Eligibility”** section of the guidelines to see what you can and cannot use the funding for, and the **“Review Criteria”** section of the guidelines to see what the LRAC Board will be looking for as they review and rank your application. **Your grant’s ranking score will be based on how well your answers in the application narrative sections address the grant review criteria.** Feel free to contact the LRAC office to discuss your potential project.

### **Give yourself enough time**

**Be aware of the application period:** Almost all LRAC grants have a 6-week application period. You can find the deadlines for each grant on the first page of the guidelines, or by checking the “Deadlines” calendar on the LRAC website.

**Be aware of the time it takes to complete an application:** Depending on the grant program, you can plan to spend around 2-5 hours working on your application. Returning applicants can save time with our Copy feature, which fills in all standard answers from past applications. If you use this feature, be sure to double check all copied answers and update your responses.

**Be aware of the required documentation:** Each grant will require different materials to be uploaded, depending on whether you’re an individual or organization, the grant program, and what you are requesting. Check the Grant Instructions document for each grant for a list of the required and optional documents you will need to provide.

### **Use your resources to complete the application**

**Grant guidelines:** The grant guidelines should always be your first stop for questions about the grant process, timeline, review criteria, or amounts available.

**Application writing assistance:** For help with writing your grant application, the Grant Instructions provide a step-by-step guide for filling out the questions, and the Video Playlist for each grant addresses common questions about specific application sections (links to these videos are also found in the application itself).

**Application editing and feedback:** LRAC staff are available by request for assistance with editing and feedback before the deadline, as scheduling allows. Advice and assistance from LRAC staff during the application process does not guarantee that the application will be completely free of errors or omissions.

### **Submit the application on time**

Try to submit the application before the deadline date, as ranking ties are broken by submission order.

**Verify that all the information is complete and accurate before submitting the grant application.** Once submitted, you’ll receive a confirmation email from LRAC. The staff will be in touch if any changes or corrections are needed.

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