

Do	Don't
Follow funder's instructions to the letter. Be detailed but concise.	Submit a previous request's format unless it fits this funder's guidelines.
Make a good effort to discuss your request with a program officer prior to submission. This is not always an option, but it is worth a try.	Use personal pronouns or acronyms without spelling out the acronym first. (In fact, distinguish yourself by not using acronyms.)
Always annotate your budget. It will save a lot of questions later. Be realistic and accurate.	Inflate numbers. Never insert a 'miscellaneous' line. (If the application has one, don't put much in it.)
Include in-kind contributions and show below the line	Assume the funder is familiar with what you do or have done.
Ask for one year support maximum unless previously arranged to request a multi-year grant	Include irrelevant statistics or statistics without explaining why they are included.
Talk up your uniqueness; toot your own horn	Overnight your request. Send several days or weeks prior to deadline.
Be open. Discuss any problems/setbacks, talk about how you solved or are solving them.	Sound desperate. Don't say, "we will do this once we get your funds."
Clearly describe your evaluation process using a matrix chart if applicable.	Act as though you are entitled to the grant because of the purity of your mission.
Know the field; demonstrate collaborative efforts if applicable.	Ignore what others are doing (the market)
Refer to all attachments in the proposal body	Put more in the proposal cover letter a brief description of the project and the amount requested.
Ask or hire an outsider to review the request. Proof it yourself at least 3 times for typos, grammatical errors, etc.	Overdo different fonts, type sizes and italics. You don't want your request to look like a ransom note.
Thank the funder at the end of the request.	Pester the funder with calls/emails regarding when you will hear from them.
Create a one-page summary. If submitting by mail, put budget directly under cover letter, then the proposal itself. Use ONE binder clip or paperclip, no staples.	Write or make an unhappy, angry letter or call after a rejection. Instead, ask what might make a difference next time.
Make sure your submission was received	Badmouth the funder if you are rejected. It's a small world.
After submission but before a decision, update the funder with any changes to your program, grant awards, or significant news about your organization.	Forget to review the other organizations that received grants to get a sense of what the foundation is funding.

