

# LET'S TALK ABOUT GRANTS: PARTS OF AN APPLICATION

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# LET'S TALK ABOUT GRANTS

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1. Grants & funders
2. Eligibility & finding the right grant
3. **Parts of an application**
4. What to include in a grant proposal
5. Budget basics
6. Timelines from start to finish
7. Resources

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# PARTS OF AN APPLICATION

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Every grant application and grant funder is different and may ask for different information as part of the application or proposal for their grant. Common elements include:

- Letter of Intent or Letter of Inquiry (LOI)
- Cover letter or cover sheet
- Application or proposal
- Budget
- Budget narrative
- Letters of Support (LOS) or Letters of Commitment (LOC)
- Attachments



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## Letter of Intent or Letter of Inquiry (LOI)

A short letter describing your organization and specific funding request that is sent to the funder before a full grant proposal. Some foundations prefer this, and some federal and state grants request or require an LOI.

## Cover letter or cover sheet

Sometimes requested as the first page of a grant application. A cover letter is a one-page letter introducing the applicant and summarizing the proposal. A cover sheet, also called a **face page**, must contain specific information requested by the funder, who may provide a specific form.



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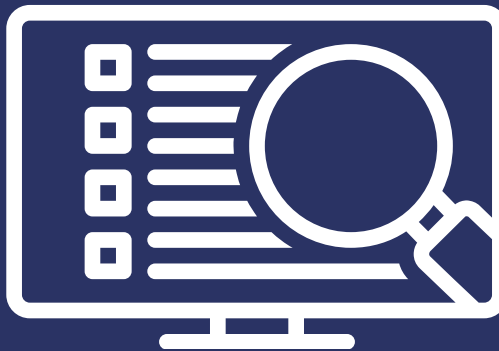
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## Application or proposal

The full, detailed grant request in which you can tell your story, summarize the problem you hope to address and describe your proposed project in as much detail as possible within the space allowed. Funders may request a specific format, such as filling answers to a list of questions they provide, or may allow the applicant to choose any format.



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## Budget

The financial plan for each grant period. Includes the estimated cost of everything you need for the project, including staff and materials. Budgets are divided into **budget lines**, or categories. Many funders will provide a budget form. They may also provide a list of what funds can and cannot be spent on ("**allowable**" or "**not allowable**"). Every planned expense should be explained. The funder must approve the final budget.

## Budget narrative

A written description of the purpose of each expense, often including an explanation of how the dollar amounts were calculated. For example, listing the price per unit and number of units needed. Also called a **budget justification**.



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## Letters of Support (LOS) or Letters of Commitment (LOC).

Written letters from other organizations that show their support for your project or that describe the role they will have in the project if it is funded. May be required or optional.

## Attachments

Other documents the funder wants included with the application. Attachments may be required or optional. Examples of requested attachments include resumes of key staff, organizational charts, and proof of nonprofit status or fiscal sponsorship. Read the funder's instructions carefully.



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Find clickable links at  
[erie.gov/grantsupport](http://erie.gov/grantsupport)

# GET FREE GRANT HELP

The Office of Health Equity provides free grant technical assistance for organizations and groups serving minority, marginalized, and underserved communities in Erie County.

## WE CAN HELP WITH:

- ✓ Finding grants
- ✓ Applying for grants
- ✓ Data & evaluation
- ✓ Grant reporting



## FIND OUT MORE



716-858-1681

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