

## TIPS FOR INDIVIDUAL ARTISTS WRITING A COMPELLING GRANT APPLICATION

We want our applicants to be successful. When you submit an application to the OCA or any other grant funder, you are competing with other applicants for funding. Please consider the following:

- Review the guidelines and instructions carefully.
  - Apply in the right category, and make sure you meet all eligibility requirements (for example – for OCA, you must live in City limits).
  - Read the funder’s mission and funding priorities and make sure your proposal fits with what they are supporting.
- If you have questions, call or email at least two weeks before the deadline so that we have enough time to give you as much attention as possible. Staff can advise on the appropriate funding category, answer questions related to the guidelines and even review draft applications.
- Plan ahead. Pay attention to items that may take time to compile such as getting letters of recommendation. Before logging on to the application site, gather your project plan and timeline, audience information, budget information, letters of recommendation, support materials from your portfolio and anything else you will need to provide.
- TEST the grant application on your computer before the due date.
- Be concise and only use the space provided. Longer does not necessarily mean stronger. Concentrate on the basics. Do not write ‘see attached’.
- Your application could be reviewed by a panelist that isn’t familiar with you, your work, or even the details of your art form. Assume that the application is the panel’s introduction to your work. Be clear about your artistic background, vision and goals.
- Allow yourself enough time to write, edit and assemble your grant application – it may take much longer than you estimate! Follow instructions carefully and consider getting a proofreader.
- Costs in the narrative section should match budget numbers – this is a common problem that sometimes determines if a project is funded.
- Double check for spelling, math and typographical errors. These small details negatively impact the panel’s perception of your application.
- Most importantly, submit your application on time and complete!

Happy grant-writing!

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