**Lyons Community Foundation Grant Writing Tips**

1. All LCF granting info is in the Grant Application Format and Grant Guidelines documents-please follow submission requirements.
2. Grant Application Format- Summary Sheet

* Contact person is the person who will be available and can answer questions that may come up from the grants review committee.
* If you are using a fiscal sponsor the IRS requires that the mission statement of the sponsoring organization be compatible with your mission statement.

1. Grant Application Format-Narrative/Budget/Staff

* What should be included in this section is found on pages 5 and 6 of the Granting Guidelines.
* These are the criteria used by the grants review committee. It is recommended to use the same headings in your narrative as listed in the guidelines (makes it easier for the reviewers to score your project).
* Overall Project Attributes are topics for you to consider and that you can address, if applicable to your project, throughout the grant.
* Not all bullet points under a heading may apply to your group, address as many as those that do apply.
* Be sure to indicate if there are matching funds and/or in-kind donations. Reviewers like to see that if they fund a project more money will follow.
* Design your budget to accommodate partial funding. It is the rare grantee who receives everything they ask for. If your project won’t succeed with partial funding clearly indicate that and explain why.
* Check your math on the budget (the reviewers will).

1. Be clear in explaining your project. The review committee is a diverse group of Lyons community members, don’t assume that they are familiar with your group or project. If possible have someone outside your group read the grant application for clarity before submission.
2. Any questions you have may be directed to [grants@lyonscf.org](mailto:grants@lyonscf.org)