**Tips for submitting grant applications**

[ ] Call us in advance to inform us about the project.

[ ] Use the current application form.

[ ] Thoroughly and accurately describe the project and its importance. (For open space projects, include descriptions of the property and the conservation values. Remember that peer reviewers will not have the benefit of a site visit. And, inform us about any confidentiality issues.)

[ ] Request the grant amount you actually need. (For open space projects, this may include transaction costs.)

[ ] Provide unique letters of support from multiple supporters.

[ ] Answer every question, even to indicate that it is not applicable.

[ ] Answer the question asked.

[ ] Avoid repetition when possible.

[ ] Avoid overly technical language.

[ ] Make maps easy to decipher.

[ ] Have someone else proofread the application.

[ ] Ensure names, titles, and amounts are consistent across application documents.

[ ] Make sure formulas in the Excel budget are working correctly.

[ ] Adhere to limitations on number of pages, photos, maps, font size, etc.

[ ] Ensure the person signing on behalf of the organization has reviewed the whole application prior to submittal.

[ ] GOCO staff are available to review draft applications, which must be submitted at least two weeks prior to the deadline.

[ ] In case of technical problems, do not wait until the last minute to submit the application.