Mission Grant Process Checklist

1. When you receive your application the very first thing that you should do is read through the entire packet.
2. Read it once again noting the timeline. Highlight dates for filing and reporting.
3. Read the descriptions for the grants available and be very careful to request a grant from the correct grant category.
4. Choose a project for which you are wanting to apply for funds.

   Hints for choosing a project:

   - Select a project that can be completed within the timeframe of the grant program. There is no holding over funds for future years allowed in our grants. You must be able to complete it within the dates listed.
   - Prepare a plan. If you need permissions, permits, or anything in advance make sure that you have researched this.
   - Get quotes or pricing before you apply.
   - Match your grant request to the correct grant available.
5. Once you write your grant have someone review it to see that you have proven a need.
6. Meet deadline! Leave time for your grant to arrive by the date listed. Waiting until the last minute may cause you to miss an opportunity. Due dates will not be extended, so plan early.
7. If you are denied. Feel free to call and ask why you were denied. This will help you to be successful in the future.
8. If you receive a grant, you are not finished. Make sure that you complete the project and financial reports. Keep good records. And one of the most important steps is to send in the Final Report before the deadline. If you do not complete this step you will not be eligible for future grants.
9. Any unused grant money must be returned to the Mission Grant Committee along with your final report, before the due date.