Mission Grant Process Checklist
"Ten Commandments for Writing PWC Grants"

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.
   - Do not apply for grants for projects that have already been completed.
   - Do not apply for grants for ongoing salary support.
   - Do not expect to apply for the same grant year after year and receive the same amount.
   - Applications where a church passes on gifts to another organization are not as strong as when a church takes initiative on its own and may not be approved.
   - Make sure that the grant requested is suitable to the scope of the project.
   - Make sure that you match your grant request to the correct grant available.
5. 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.
   - Show the committee that you have put thought into this and that you aren't just applying because the money is there.
   - Churches that invest their own money into a project are more likely to receive a favorable view from the committee than those that don't.
6. Once you write your grant have someone review it to see that you have proven a need.
7. Meet the 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.
8. If you are denied, feel free to call and ask why you were denied. This will help you to be successful in the future.
9. If you receive a grant, you are not finished. Make sure that you complete the project and financial reports. Report accurately, honestly, and completely. We don't want to have to ask for receipt copies, and honesty up front will go a long way toward that end. Numbers that are too neat may look suspicious. 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.
10. Any unused grant money must be returned to the Mission Grant Committee along with your final report, before the due date.