GEORGIA DEPARTMENT OF COMMUNITY HEALTH

Request for Grant Application
Tip Sheet

The following is a list of tips and suggestions for strengthening applications submitted in response to *a Request for Grant Application (RFGA)* offered through the Georgia Department of Community Health:

- ***Review the RFGA to determine if it meets your organization's needs before deciding to apply.***
  Ensure to look closely at the anticipated award amount, funding period, program overview and program deliverables to ensure it meets your needs and your organization has the capacity to manage the funding and deliverables.

- ***Read the RFGA completely before you begin.***
  It's important to understand exactly what the RFGA requires to be included in the application. Often, RFGAs will request data or other information that may require research by the applicant. This information should be up to date and factual, so be prepared to do some research and ensure to address all required areas of the RFGA.

- ***Read the RFGA to be aware of all deadlines.***
  It's important to be aware of all deadlines highlighted in the RFGA. These deadlines include the following: questions and answers and closing date and time. Responses provided to the questions submitted by the deadline may provide the clarity needed to successfully complete the application. In addition, applications not received by the closing date and time, will be considered non-responsive and not considered for grant award.

- ***Consider assembling a small internal team to assist with the application.***
  Successful applicants frequently assemble an internal team of 2 - 4 staff to assist with developing various sections of the application, gathering data or other necessary information, and sharing ideas and perspectives.

- ***Give yourself plenty of time.***
  Take advantage of the full posting period to respond to the RFGA. Once you've decided to apply, don't delay developing your application. Rushing through the process often results in poorly addressed or overlooked areas of the application which impacts your overall score during the evaluation phase of the project.

- ***Follow the instructions!***
  It is imperative to follow the instructions exactly as outlined in the RFGA. Include **ALL** requested information and address **ALL** areas of the RFGA. Please ensure all required documents are

completed and signed. If any required area of the application does not apply to your organization, explain that within your narrative to ensure evaluators do not assume you omitted any section of the RFGA. Points are awarded via a standardized scoring tool, and all required areas must be addressed to ensure the highest point value possible.

- ***Organize your information as it is outlined in the application.***
  Assemble your information in the same order it appears in the RFGA instructions. This will ensure you address all areas and reduce the chance of omitting important information.

- ***Budget for the entire award amount.***
  Ensure to reflect the use of the entire anticipated award amount in your budget and budget justification sections of the RFGA. However, do not request grant funds in excess of the anticipated award amount. If your organization intends to apply additional funds to your RFGA project proposal, the Budget Template included in the RFGA will allow you to identify in-kind or cash contributions that will be applied to the total costs of your project.

- ***Ensure all requested information is included.***
  Missing information will result in a lower total score, so **do not** omit any information requested in the RFGA. The checklist provided within the RFGA should be completed and included as verification that all required documents are present.

- ***Assign one individual to be responsible for the final review and submission of the document.***
  Upon final review, applicants will often discover missing documents or information. To ensure nothing is missed, forgotten, or left unaddressed, it is **strongly recommended** that one individual be responsible for the final review of the RFGA as a whole before submitting the document to DCH. Also, check for grammar and spelling errors within the application.

- ***Organize all pages in the appropriate order and scan them in to one PDF document before submitting your application.***
  After confirming all information is complete and included, compile the information in the order outlined in the RFGA and scan into one (1) PDF document. This process will ensure that no section is omitted or received out of order and provides evaluators the best opportunity to review and score the application in the same order you intended it to be presented.

- ***Submit the RFGA at least 48 hours prior to the posted deadline.***
  To ensure you do not encounter any technical difficulties that may prevent a successful submission of your document, it is strongly recommended that you submit the completed document at least 48 hours prior to the posted deadline. This will allow you an opportunity to troubleshoot any difficulty you may encounter and ensure your application is received by the

deadline. Also, please submit your application only to the web address as indicated in the RFGA. This will ensure receipt of the application. **DO NOT WAIT UNTIL THE LAST MINUTE!**

Also, it is perfectly acceptable to consult with a professional outside of your organization to assist you with developing your RFGA. Most consultants will charge a fee for their services, so you may also consider assigning staff to attend grant writing workshops to be prepared to respond to the next grant opportunity that appeals to your organization.

Lastly, don't be discouraged if you do not receive the award after submitting an application. Grant opportunities are competitive, and many quality applications may be received in response to one award opportunity. Don't give up! The more applications you submit, the better your chances are of receiving an award.