

IDEC Toolkit:

Tips for Writing a Great Grant Application

Application Tips and Tricks

Questions to Ask Before Applying:

- Is the IDEC grant a good fit for my proposed project?
- Will my project fulfill the grant objectives?
- Will the IDEC funding and structure support the project properly?
- Is my program sustainable after the IDEC funding ceases after three years?
- Who in my organization will be responsible for grant management, project implementation, budgeting, and reporting?
- What Covered Population(s) will my project serve?

Does My Grant Project Have:

- A project leader?
- An understanding of the IDEC NOFO?
- A GATA Certification and eligibility checklist?
- A timeline for completion of the application?
- A plan for reporting if/when the project is funded?
- Data that tells the story of the needs of the served community?

Various Tips and Tricks

- Plan your project FIRST. Knowing the details of your project is essential to the rest of the application process.
- Please provide all the detail you possibly can!
- Include the Who, What, Where, When, and WHY of your project in your plan.
- Use both quantitative and qualitative data to illustrate the needs of your community.
- Plan for evaluation in your project plan, both how you will collect relevant data and how you will measure success for your project.
- Be sure to answer every question, and use the questions in your answers.
- Have some fresh eyes to look over your application before you submit it.
- Do your best to submit your application before the deadline day! If you have issues submitting, or the website gets overwhelmed, you might miss the deadline.
- Make sure you have all of the required parts of the application.
- When in doubt, reread the NOFO.
- Watch the recorded webinar [How to Write a Great Grant Application](#) or check out the [slides](#)
- Don't be scared to reach out! [The Illinois Broadband Team](#) is here for you!

