# Ann Bancroft FOUNDATION

TIPS FOR WRITING YOUR GRANT APPLICATION



# Welcome!

We are excited that you are considering applying for a grant from the Ann Bancroft Foundation!



#### Before Starting Your Application You Will Need...

- A dream/vision that you have for an activity or project or a goal you are striving toward
- A mentor who will support your dream and assist with your application.
  - A mentor can be a family friend, neighbor, teacher, or other trusted adult
  - A mentor cannot be an immediate relative (parent, sibling, aunt/uncle) or someone who works for the activity provider (a coach/instructor)
- An activity provider
  - This is the person who has organized the activity (dance studio, sports team)
  - o Think of this as the person that you pay to participate in the activity



#### Example

- Ana loves math and science. She dreams of working in a lab and discovering new medicine when she is older.
- Ana asks her after-school teacher to be her mentor for her application.
- Ana and her parent found a science discovery camp that she wants to go to this summer.



#### When filling out your application...

- Make sure to fill out each of the prompt questions as best as you can
  - Remember, your audience does not know who you are. Make sure to include details so your audience can follow what you are telling them.
- Check your spelling and grammar
- Check for complete sentences to ensure you finish your thoughts responding to the questions
- Make your responses your own We want to hear from the grant applicant about their experiences and dreams
  - o Including details about yourself is how the readers get to know you as a person
- Keep the font and type-size consistent in your application
- Each question has a suggested number of sentences, use those as a guide when filling out your application
- Be specific in what your activity is



#### Example Question and Response

Q: Tell us about a big, bold dream that you have. How do you think this activity will help you accomplish and achieve your goals and/or dreams?

When I grow up, I want to be a scientist and work in a lab. One day, I hope to make a huge medical discovery, like curing cancer or another illness. By going to this science camp, I will get to meet other scientists and learn what it's like to work in the field, meet new friends, and explore different areas of science. One of my favorite things about science is that you are always learning something new. This camp will help me grow my interest in science and explore what else is out in the scientific field.



#### Final Tips!

- Consider including extra materials with your application. While not required, pictures or videos of you doing your activity, a writing sample, or anything else relevant to your activity are fun to see and make your application stand out!
- Take your time and don't rush through the application
- Make sure your mentor is fully on board before the deadline so they can complete their part. Their responses matter!
- If the applicant is unable to type on a computer, we ask that a parent help fill out the application by typing answers, but the responses are coming from the applicant.

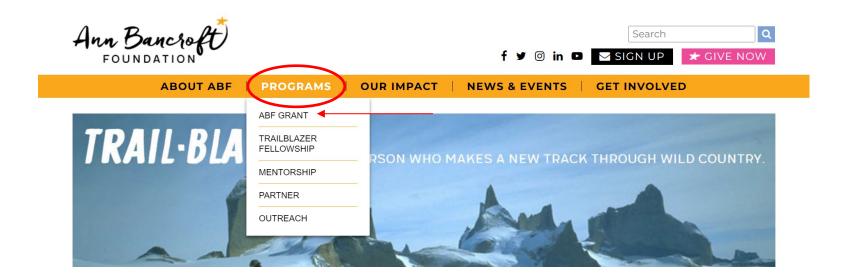


# HOW TO FILL OUT AN ANN BANCROFT FOUNDATION GRANT APPLICATION



#### How to Find The Application Pt. 1

- Go to our website at <a href="https://www.annbancroftfoundation.org/">https://www.annbancroftfoundation.org/</a>
- Then, hover over "PROGRAMS" and click on "ABF GRANT"





#### How to Find The Application Pt. 2

- Click any of the headings for additional information
- To go straight to the application, scroll down until you see the big yellow box labeled " BEGIN YOUR APPLICATION "and click it.
- You can also preview the application in English, Hmong, Somali, and Spanish
  - Note: If you need an application in another language, please complete the document and email to <u>grants@annbancroftfoundation.org</u>

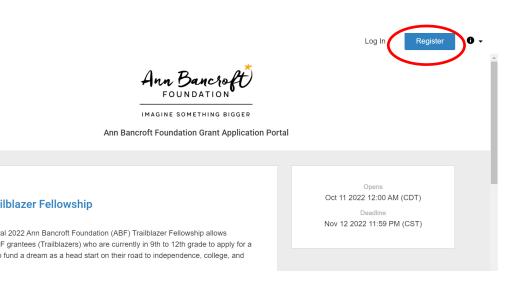
**BEGIN YOUR APPLICATION** 

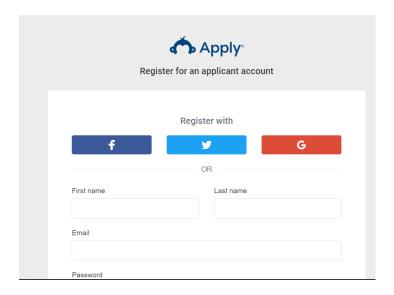
PREVIEW THE APPLICATION IN ENGLISH PREVIEW THE APPLICATION IN HMONG PREVIEW THE APPLICATION IN SOMALI PREVIEW THE APPLICATION IN SPANISH



#### Step 1: Registering

- Make an account or log in (can be found on our website)
  - O Note: If you are able, please use a personal email account instead of a school account. Sometimes we are unable to contact school emails based on settings.

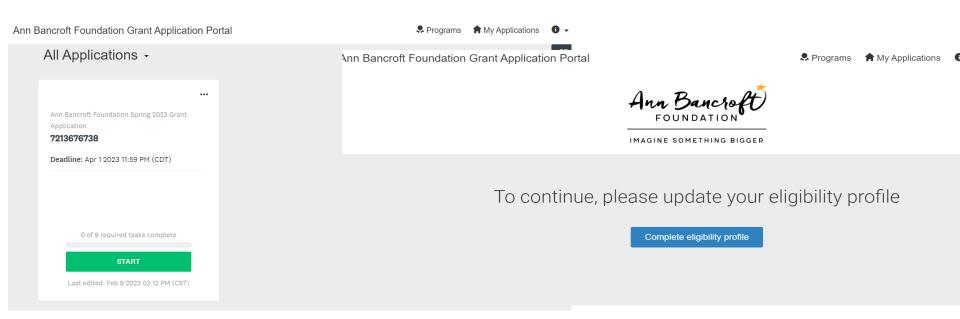






#### Step 2

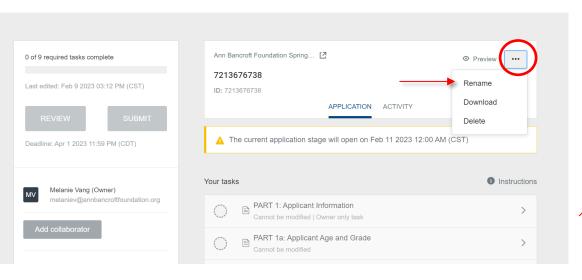
- This is the dashboard to start a grant application
- And make sure you fill out the eligibility questionnaire to see if you're eligible to apply!

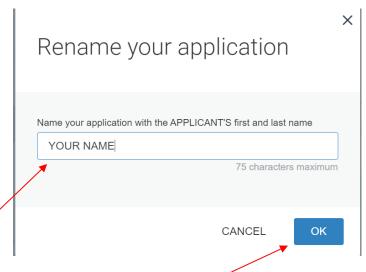




#### Step 3:

- Make sure you change the name on your application form, it is located at the top right corner. Type in your name and press "OK"
- Once done, you can start filling out your application!

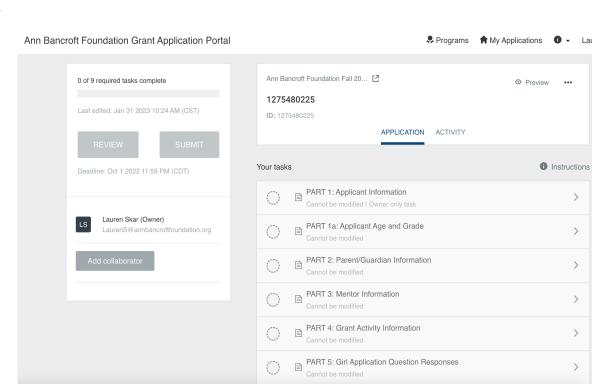






#### Step 4:

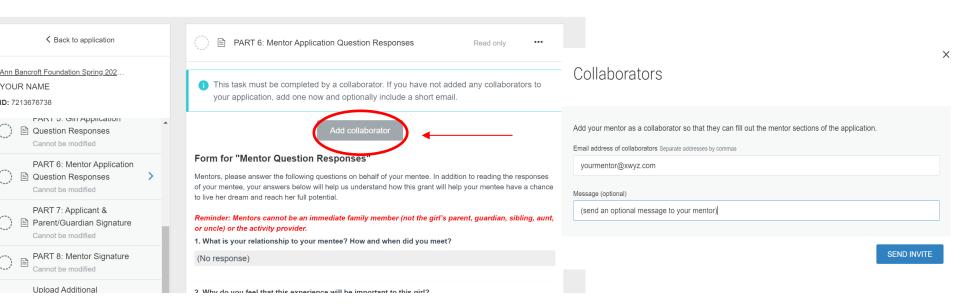
- Now, you will start filling out your application!
- Parts 1-5 and 7 will be completed by the grantee
- Parts 6 and 8 will be completed by the mentor
- If the applicant is unable to type or use a computer, we ask a parent to assist by asking the applicant their responses and typing them





#### Step 5:

- On step 6, you will need to invite your mentor to fill out step 6. Click "Add Collaborator"
- Invite them by adding their email address





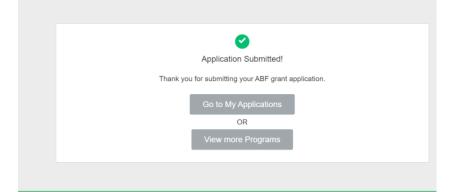
#### Step 6:

- Review your application and submit!
- Review your answers; check for spelling & grammar errors, and over all completeness.

Ask your mentor, friends, parents, etc. for feedback on your

application.

• Then when completed & reviewed, submit!



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## Thank you for viewing!

Follow us on social media
Instagram: @abfdreamers
Facebook/LinkedIn: Ann Bancroft Foundation

### **Questions?**

Email <u>grants@annbancroftfoundation.org</u> or call 612-361-8195

We are here to help with this process, so please reach out if you have any questions or concerns.