



## 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)
  - 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
  - Including details about yourself is how the readers get to know you as a person
- 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.

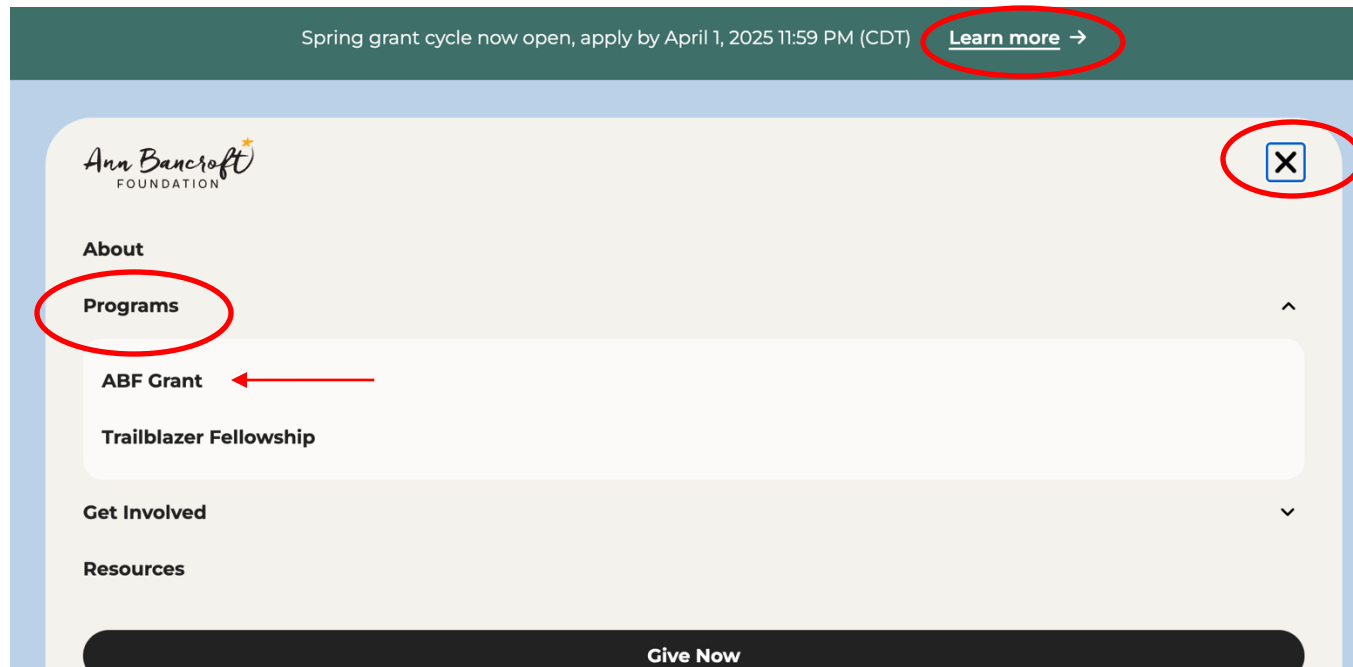
# HOW TO FILL OUT AN ANN BANCROFT FOUNDATION GRANT APPLICATION





# How to Find The Application

- Go to our website at <https://www.annbancroftfoundation.org/>
- Select the drop-down in the right corner, then “Programs” and click on “ABF Grant” OR click “Learn More” on the banner.



# How to Find The Application

- Read through the page to find out more on applying
- Click “Apply Now” to start your application
- The application can be viewed in multiple languages on the grant portal (WizeHive)
  - Note: If you need an application in another language or can't complete the application online, please email [grants@annbancroftfoundation.org](mailto:grants@annbancroftfoundation.org) or call 612-338-5752.



# Step 1: Registering an Account

- Make an account with WizeHive or log in [here](#) to start the application
- Use an email you have access to and check regularly. Email is the primary communication method.
  - 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



The Ann Bancroft Foundation Grant Program

## Program Info

Apply

THE ANN BANCROFT FOUNDATION GRANT

# Step 1: Registering an Account

- Add the requested information then select “Create Account”
- Please use an email you have access to and check regularly, email is the primary communication method.
- If you have Gmail, you can use that account by clicking “Signup with Google”
- WizeHive will send a verification code to verify your email

**Remember how you sign into your account! You will need to sign in the same way every time.**

I'm a new user

I already have an account

Create an account for Ann Bancroft Foundation

Signup with Google

OR

First name

Last name

Email

Password

Confirm

Use 6 or more characters, including at least one upper case character and one lower case character and one digit.

Create Account


# Step 1: Sign in With an Existing Account

- If you already have created an account select “I already have an account” then sign in
- Make sure to sign in the same way you registered your account to see your application.

I'm a new user

I already have an account

Log in to Ann Bancroft Foundation

 Login with Google

OR

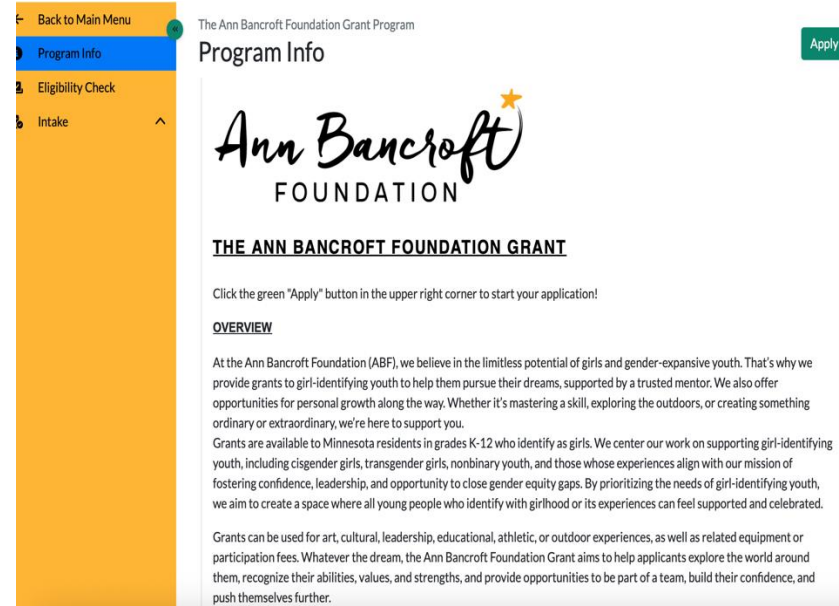
Email

Next

You agree to the software's [Terms of Service](#) and [Privacy Policy](#).

# Step 2: Read Through the Application Instructions

- Under “Program Info” you will see everything you need to know about the application.
- Please read through to make sure you are eligible to apply.
- If you have questions, please contact the Ann Bancroft Foundation.




# Step 3: Create Your Profile/Complete Your Eligibility

- This is the dashboard to start a grant application
- Select “Get Started” to create your profile
- Then complete the Eligibility Check to start your application

Ann Bancroft  
FOUNDATION

## Create Your Profile



By creating a new profile, you will be able to apply to any award opportunity listed for which you are eligible.

[Get Started](#)

Ann Bancroft  
FOUNDATION

## Create Your Profile

Applicant Name

First Name\* Last Name\*

Preferred Name or Nickname

Home Address


Address Line 1\*

Address Line 2

The Ann Bancroft Foundation Grant Program (Lauren Skar)

## Eligibility

### Eligibility Check



Your answers to the following survey will help determine whether you are eligible for this award at this time.

[Start](#)

## Step 4: Begin your Application!

- Until you complete the Eligibility Check, you can only preview the application questions.
- Questions can be viewed on the left side of the portal under “Intake”
- Use “Download Preview” to see the full application or “View” to see individual sections

The screenshot shows the 'Grant Application' page of the Ann Bancroft Foundation Grant Program. On the left is a vertical navigation bar with an orange top section containing a home icon and a menu icon, a blue middle section, and an orange bottom section. The main content area has a header with the program name and a 'Grant Application' title. In the top right corner, two buttons are circled in red: 'Download Preview' (light blue) and 'Apply' (dark green). Below the header, there are three application sections, each with a 'View' button in the top right corner. The first section is 'Parent or Guardian Information'. The second section is 'Mentor Information', which includes a paragraph of instructions for mentors. The third section is 'Grant Activity Information'.

The Ann Bancroft Foundation Grant Program

Grant Application

[Download Preview](#) [Apply](#)

**Parent or Guardian Information** [View](#)

**Mentor Information**  
Mentors, please answer the following questions on behalf of your mentee. In addition to reading the responses of your mentee, your answers below will help us understand how this grant will help your mentee have a chance to live her dream and reach her full potential. Reminder: Mentors cannot be an immediate family member (not the girl's parent, guardian, brother, sister, aunt, or uncle), the activity provider, or an employee of the activity provider. [View](#)

**Grant Activity Information** [View](#)



# Step 4: Begin your Application!

- Now, you will start filling out your application!
- Use the “Start” button to begin each section or “Edit” to resume a section.
- If the applicant is unable to type or use a computer, we ask a parent to assist by asking the applicant for their responses and typing them

## Grant Application

[Review](#)[Submit](#)

### Parent or Guardian Information

[Start](#)

### Mentor Information

Mentors, please answer the following questions on behalf of your mentee. In addition to reading the responses of your mentee, your answers below will help us understand how this grant will help your mentee have a chance to live her dream and reach her full potential. Reminder: Mentors cannot be an immediate family member (not the girl's parent, guardian, brother, sister, aunt, or uncle), the activity provider, or an employee of the activity provider.

[Start](#)

### Grant Activity Information

[Start](#)

### Applicant Responses

This section must be completed fully by the applicant herself to be considered by the selection panel. Please answer the following questions clearly and thoroughly in your own words. The more detail you can share about your activity and dream, the more we will be able to understand what you hope to be able to achieve with this grant. If the applicant is not able to type, the mentor or parent/guardian may type the applicant's responses for her.

[Start](#)

### Applicant and Parent/Guardian Signature

[Start](#)

## Step 3: Begin your Application!

- Make sure to “Save Draft and Exit Session” before leaving your application.
- Use “Next” to move to the next section.
- Once all tasks are complete, you will be able to “Submit” your application on the right side.
- Your application must be fully submitted by the deadline. There are no extensions.

Email Address\*

This field is required.

Phone Number\*

This field is required.

Save Draft & Exit Section

Next

## Step 4: Add your mentor

- Add your mentor to your application!
- Under the “Mentor Information”, select “Add a New Request” then add your mentor’s email address.
- Mentor requests will appear below after sending. “Actions” allows you to send a reminder email or delete the request.

### Grant Application

#### Mentor Information

Mentors, please answer the following questions on behalf of your mentee. In addition to reading the responses, understand how this grant will help your mentee have a chance to live her dream and reach her full potential. member (not the girl’s parent, guardian, brother, sister, aunt, or uncle), the activity provider, or an employee of the organization.

You should submit a minimum of 1 requests    You can submit a maximum of 1 requests

There are no requests yet.

[Add a New Request](#)  
to get started

			<a href="#">Add a New Request</a>
	Requests Sent	Status	
il.com	2/5/2025	Requested	<div>Actions ▾</div> <div>Send Reminder</div> <div>Delete Request</div>
<a href="#">Exit Section</a>			<a href="#">Next</a>

## Step 5: Mentor Request

- Your mentor will receive an email from the Ann Bancroft Foundation with the request to complete their sections.
  - Note: Mentor responses cannot be saved and must be completed in a single session. Plan ahead your time and consider using a separate document if you need multiple sessions to complete.
- Your mentor will also receive an email copy of their responses.
- Applicants will receive an email when the mentor request is complete.

## Step 6: Review and Submit your Application

- Review your answers and information; check for spelling & grammar errors and overall completeness.
- Ask your mentor, friends, parents, etc. for feedback on your application.
- Then when completed & reviewed, submit!

Grant Application   Draft Saved 

Review

Submit

Parent or Guardian Information

Edit

Mentor Information

Mentors, please answer the following questions on behalf of your mentee. In addition to reading the responses of your mentee, your answers below will help us understand how this grant will help your mentee have a chance to live her dream and reach her full potential. Reminder: Mentors cannot be an immediate family member (not the girl's parent, guardian, brother, sister, aunt, or uncle), the activity provider, or an employee of the activity provider.

Edit

Submit Grant Application?



Once submitted, your form will be read-only.

Keep Working

Submit

# Thank you for viewing!

Follow us on social media

Instagram: @abfdreamers

Facebook/LinkedIn: Ann Bancroft Foundation

## Questions?

Email [grants@annbancroftfoundation.org](mailto:grants@annbancroftfoundation.org) or call  
612-338-5752

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