



IMAGINE SOMETHING BIGGER

***TIPS FOR WRITING AN AMAZING GRANT APPLICATION***



WE READ MANY GRANT APPLICATIONS.

SOME OF THEM REALLY STAND OUT.

YOURS CAN TOO !

HERE ARE A FEW SUGGESTIONS TO MAKE  
YOUR APPLICATION POP !





# ***AGENDA***



- INTRODUCTION
- TIPS FOR WRITING A GREAT GRANT APPLICATION
- WALK-THROUGH OF APPLICATION PROCESS



# ***BEFORE YOU START AN APPLICATION YOU NEED...***

- A DREAM / VISION FOR AN ACTIVITY OR PROJECT
- A MENTOR WHO IS...
  - AN ADULT WHO WILL HELP SUPPORT YOU IN YOUR ACTIVITY
  - THIS CANNOT BE A PARENT, FAMILY MEMBER, OR SOMEONE WHO WORKS FOR THE ACTIVITY PROVIDER
- AN ACTIVITY PROVIDER
  - THIS IS THE PERSON WHO HAS ORGANIZED THE ACTIVITY, (FOR INSTANCE, YOUR DANCE TEACHER, BASKETBALL COACH, ETC.)

# ***BEFORE YOU START AN APPLICATION YOU NEED...***

- A DREAM
- A MENTOR
- AN ACTIVITY PROVIDER



# ***FOR EXAMPLE...***

- MEG LOVES ADVENTURE. SHE WANTS TO CLIMB MOUNT EVEREST ONE DAY.
- MEG ASKS HER NEIGHBOR TO BE HER MENTOR AND HELP HER COMPLETE THE APPLICATION.
- MEG WANTS TO APPLY FOR AN ABF GRANT TO PARTICIPATE IN A BEGINNER ROCK CLIMBING PROGRAM.





# ***IN EACH SECTION OF THE APPLICATION...***

- COMPLETELY FILL OUT EVERY PROMPT
  - THE MORE DETAIL YOU CAN GIVE, THE BETTER
- CHECK FOR SPELLING AND GRAMMAR
- CHECK FOR COMPLETE SENTENCES AND APPROPRIATE CAPITALIZATION
- KEEP FONT SIZE AND TYPEFACE CONSISTENT



# ***STYLE TIPS***



- USE CLEAR, POSITIVE, LANGUAGE
- INCLUDE PERSONAL DETAILS
  - WE'VE NEVER MET YOU, SO YOUR APPLICATION IS HOW WE GET TO KNOW YOU
- MAKE YOUR RESPONSES YOUR OWN
  - WE WANT TO HEAR WHY YOU THINK YOU SHOULD YOU GET A GRANT
- BE SPECIFIC
  - TELL US EXACTLY WHAT YOU WOULD DO WITH THE GRANT FUNDING IF YOU GOT IT





# ***FINAL TIPS***

- CONSIDER INCLUDING EXTRA MATERIALS IF POSSIBLE.  
APPLICATIONS THAT HAVE PICTURES, WRITING SAMPLES, ETC ATTACHED ARE ALWAYS FUN TO READ .
- TAKE YOUR TIME AND DON'T RUSH THROUGH THE APPLICATION.
- MAKE SURE YOUR MENTOR IS ON BOARD AND READY TO TAKE TIME TO FILL OUT THEIR PART OF THE APPLICATION. THEIR RESPONSES MATTER !





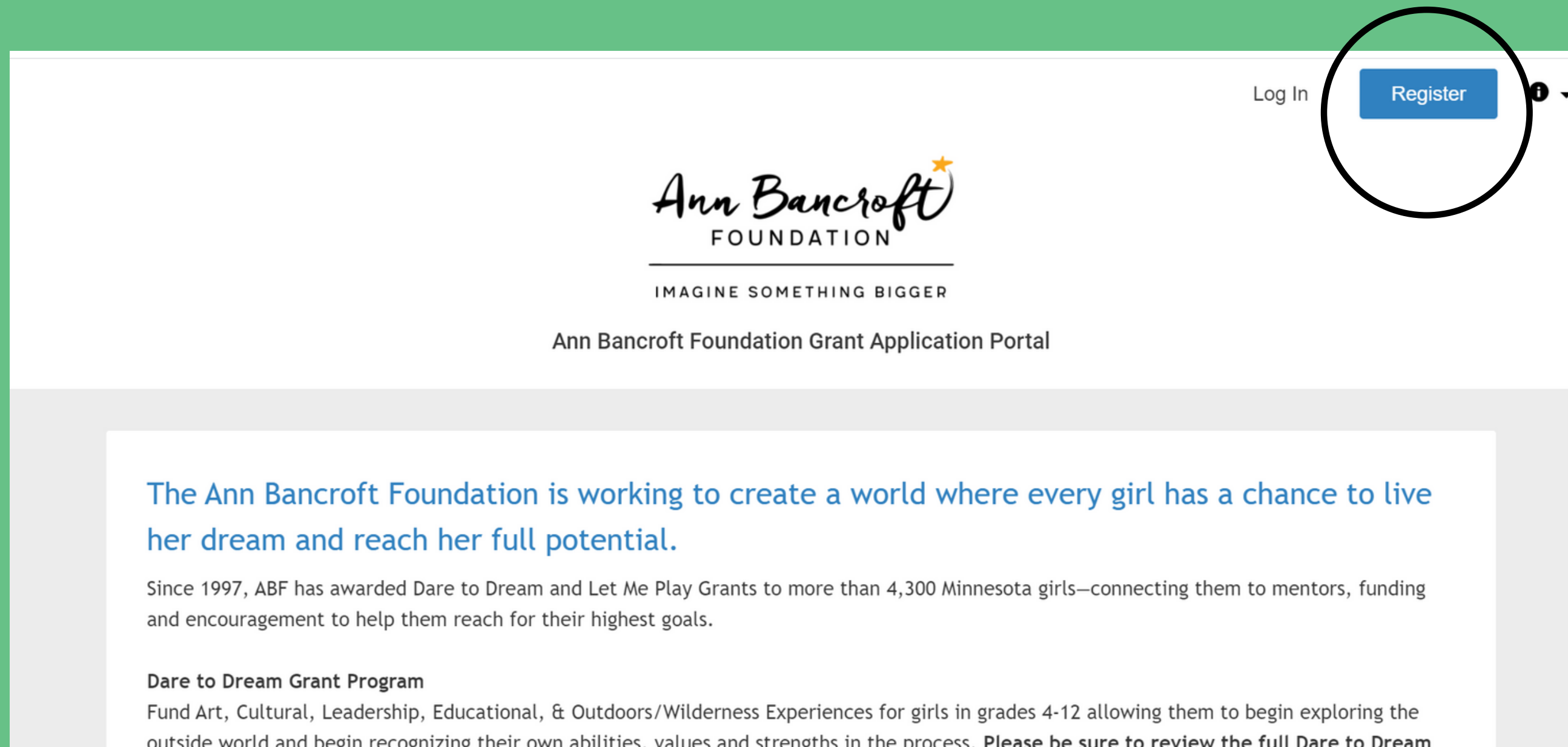
***HOW TO FILL OUT AN  
ANN BANCROFT FOUNDATION  
GRANT APPLICATION***

**STEP BY STEP**



# STEP 1

WE USE SURVEY MONKEY APPLY. ACCESS OUR APPLICATION BY CLICKING ON THE WEBSITE LINK. THE LINK WILL BRING YOU TO THIS PAGE. CLICK ON REGISTER TO BEGIN




# STEP 2

## LOG IN OR MAKE A FREE ACCOUNT


[Return to Ann Bancroft Foundation Grant Application Portal](#)

Don't have a SurveyMonkey Apply account?[REGISTER](#)



Log in with

f




G

OR

Email


Password





[Forgot your password?](#)

# STEP 3

Ann Bancroft Foundation Grant Application Portal

 Programs

 My Applications

 ▾

Info ABF ▾

All Applications ▾

...

ABF Fall 2020 Grant Application  
**3397658194**

Deadline: Apr 1 2021 11:59 PM (CDT)

0 of 8 required tasks complete

START

Last edited: Jan 8 2021 12:55 PM (CST)

THIS IS YOUR DASHBOARD OF  
THE AVAILABLE APPLICATIONS.  
CLICK ON THE GREEN START  
BUTTON TO BEGIN YOUR  
APPLICATION.

# STEP 4

Ann Bancroft Foundation Grant Application Portal

Programs My Applications Info ABF

0 of 8 required tasks complete

Last edited: Jan 8 2021 12:55 PM (CST)

REVIEW SUBMIT

Deadline: Apr 1 2021 11:59 PM (CDT)

IA Info ABF (Owner)  
info@annbancroftfoundation.org

Add collaborator

ABF Fall 2020 Grant Application

3397658194

ID: 3397658194

Preview

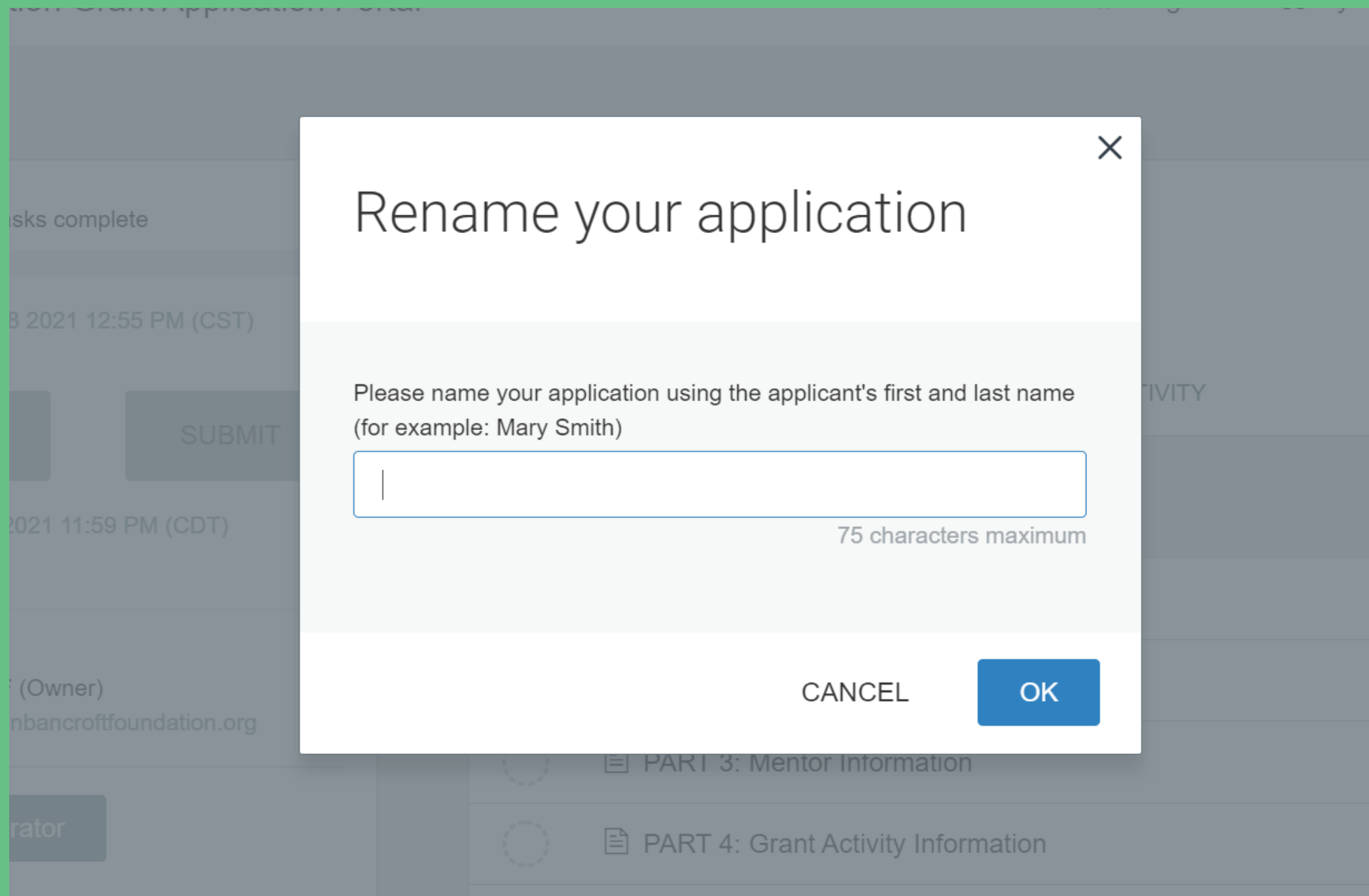
Rename  
Download  
Delete

APPLICATION ACTIVITY

Your tasks

- PART 1: Applicant Information
- PART 2: Parent/Guardian Information
- PART 3: Mentor Information
- PART 4: Grant Activity Information

FIRST, RENAME THE APPLICATION. DO THIS BY CLICKING ON THE THREE DOTS, THEN SELECT 'RENAME'



The image shows a 'Rename your application' dialog box centered on a blurred background of an application form. The dialog box has a title bar with a close button (X) in the top right corner. The main heading is 'Rename your application'. Below this, there is a text instruction: 'Please name your application using the applicant's first and last name (for example: Mary Smith)'. Underneath the instruction is a text input field with a vertical cursor. To the right of the input field, it says '75 characters maximum'. At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'OK' (which is highlighted in blue).

Rename your application

Please name your application using the applicant's first and last name  
(for example: Mary Smith)

75 characters maximum

CANCEL OK

**THE NAME OF THE APPLICATION SHOULD BE THE FIRST  
AND LAST NAME OF THE APPLICANT, NOT THE PARENT OR  
MENTOR'S NAME**

# STEP 5

Ann Bancroft Foundation Grant Application Portal

Programs

My Applications

Info ABF

< Back to application

ABF Fall 2020 Grant Application

3397658194

ID: 3397658194

PART 1: Applicant Information

>

PART 2: Parent/Guardian Information

PART 3: Mentor Information

PART 4: Grant Activity Information

PART 5: Girl Application Question Responses

PART 1: Applicant Information

...

Form for "Applicant Information"

✓ Draft saved

Please include the information below for the applicant (girl) applying for the grant.

Applicant First Name

Mary

Applicant Last Name

Smith

Applicant Home Street Address

123 Cherry Tree Lane

NOW YOU CAN BEGIN FILLING OUT EACH  
SECTION OF THE APPLICATION



## STEP 6

Ann Bancroft Foundation Grant Application Portal

Programs

My Applications

Info ABF

Back to application

ABF Fall 2020 Grant Application

3397658194

ID: 3397658194

PART 1: Applicant Information

PART 2: Parent/Guardian Information

PART 3: Mentor Information

PART 4: Grant Activity Information

PART 5: Girl Application Question Responses

PART 6: Mentor Application Question Responses

Read only

This task must be completed by a collaborator. If you have not added any collaborators to your application, add one now and optionally include a short email.

Add collaborator

Form for "Application Question Responses (Mentor)"

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.

1. What is your relationship to your mentee?

(No response)

WHEN YOU GET TO STEP 6 OF THE APPLICATION, YOU WILL NEED  
TO INVITE YOUR MENTOR TO FILL THIS SECTION OUT BY CLICKING  
"ADD COLLABORATOR"

## Collaborators

Add your ABF grant mentor here as a collaborator to your application. Please be sure that the email address you add is their valid and preferred email address. Your mentor will then receive an email with a link to create a SurveyMonkey Apply account. Once they have created an account, they will be able to log in and access parts 6 and 8 of your application.

**Questions? Email [grants@annbancroftfoundation.org](mailto:grants@annbancroftfoundation.org) or call 612.338.5752 x191.**

*- Ann Bancroft Foundation*

Email address of collaborators Separate addresses by commas

Message (optional)

SEND INVITE

INVITE YOUR MENTOR TO COMPLETE THEIR  
PART OF YOUR APPLICATION BY ENTERING  
THEIR EMAIL ADDRESS

# STEP 7

Ann Bancroft Foundation Grant Application Portal

Programs My Applications Info ABF

✓ PART 6: Mentor Application Question Responses

✓ PART 7: Applicant & Parent/Guardian Signature

✓ PART 8: Mentor Signature

Upload Additional Documents (optional)

8 of 8 required tasks complete

Last edited: Jan 20 2021 12:21 PM (CST)

REVIEW SUBMIT

Deadline: Apr 1 2021 11:59 PM (CDT)

Information such as grantee interviews, quotes, photos, videos, written materials, and social media content may be used by ABF to further the mission of the Foundation and/or shared with the general public (school officials, media, newsletters, publications, web site), content developers (photographers, writers, designers who help ABF develop materials), distribution agents (printing companies and mailing services engaged by ABF), and potential donors to ABF.

ABF also welcomes user-generated content that can be shared and re-used by ABF to show the grant experience, first-hand. Content includes, but is not limited to: grantee/mentor/parent/guardian social media posts that tag or mention ABF, articles or blog posts written by grantee/mentor/parent/guardian, and videos or newspaper articles that feature an ABF grantee/mentor/parent/guardian.

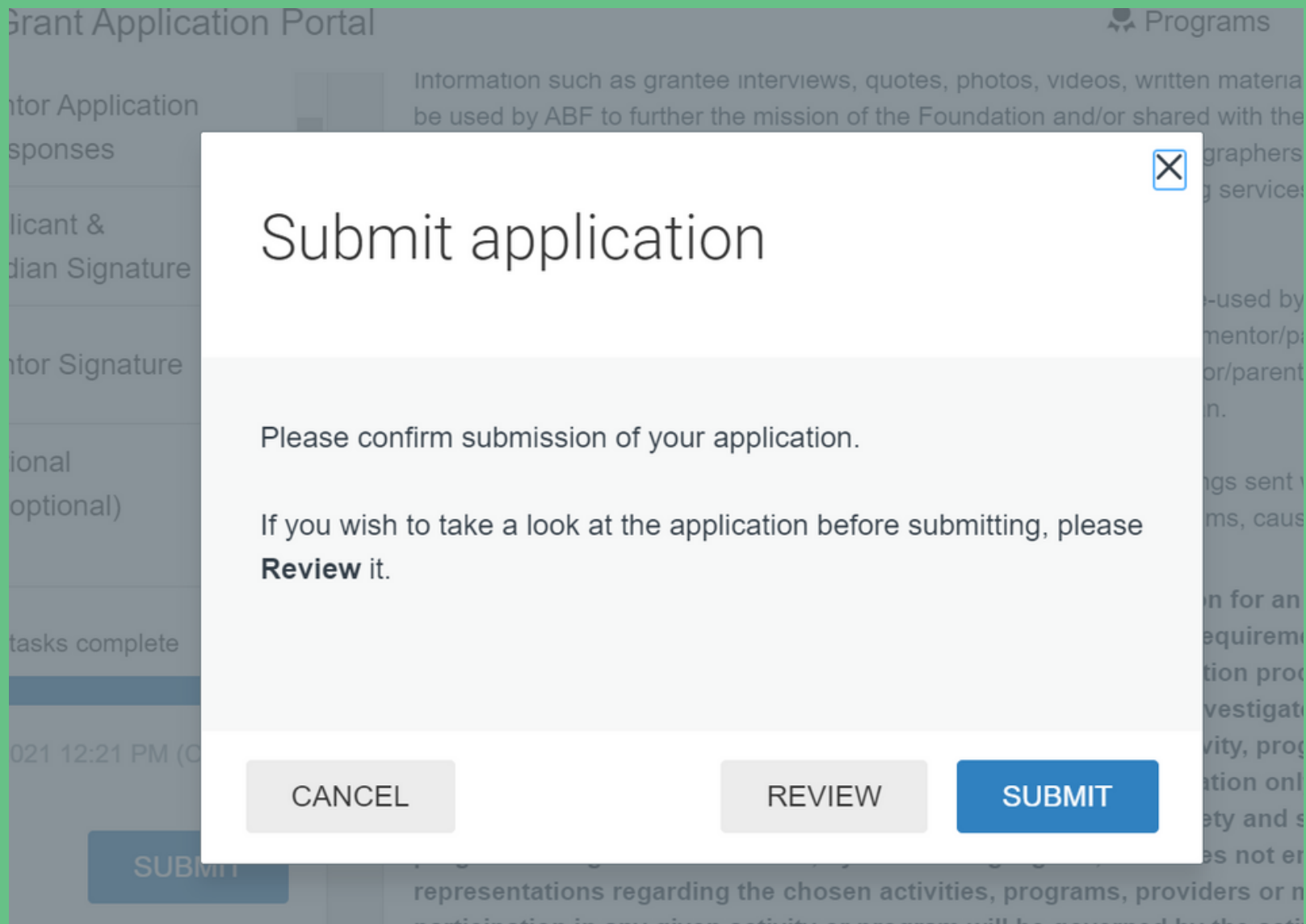
I understand that any information, photographs, videotapes or recordings sent with my grant materials remain the property of ABF. I discharge the Ann Bancroft Foundation from claims, causes of action, and liabilities arising from or in connection to the use of my materials.

I have fully completed all sections and questions in my application for an Ann Bancroft Foundation (ABF) Grant. I have read (or was read to) and understand all the requirements and guidelines to be considered for a grant. I am aware of all deadlines for the application process and the consequences of not meeting those deadlines. I acknowledge that ABF does not investigate or inquire into the qualifications, competency, safety, or appropriateness of the activity, program, providers or mentor for which the grant application was made. ABF is a granting organization only and relies upon the applicant, mentors and activity providers to determine the propriety and safety of any given activity or program for a grantee. Therefore, by distributing a grant, ABF does not endorse or make any other representations regarding the chosen activities, programs, providers or mentors. The grantee's participation in any given activity or program will be governed by the activity provider's terms of use or activity requirements. Should any major plans change once I have applied and/or been granted funds, I

ONCE YOU ARE DONE WITH YOUR APPLICATION, CLICK THE  
SUBMIT BUTTON

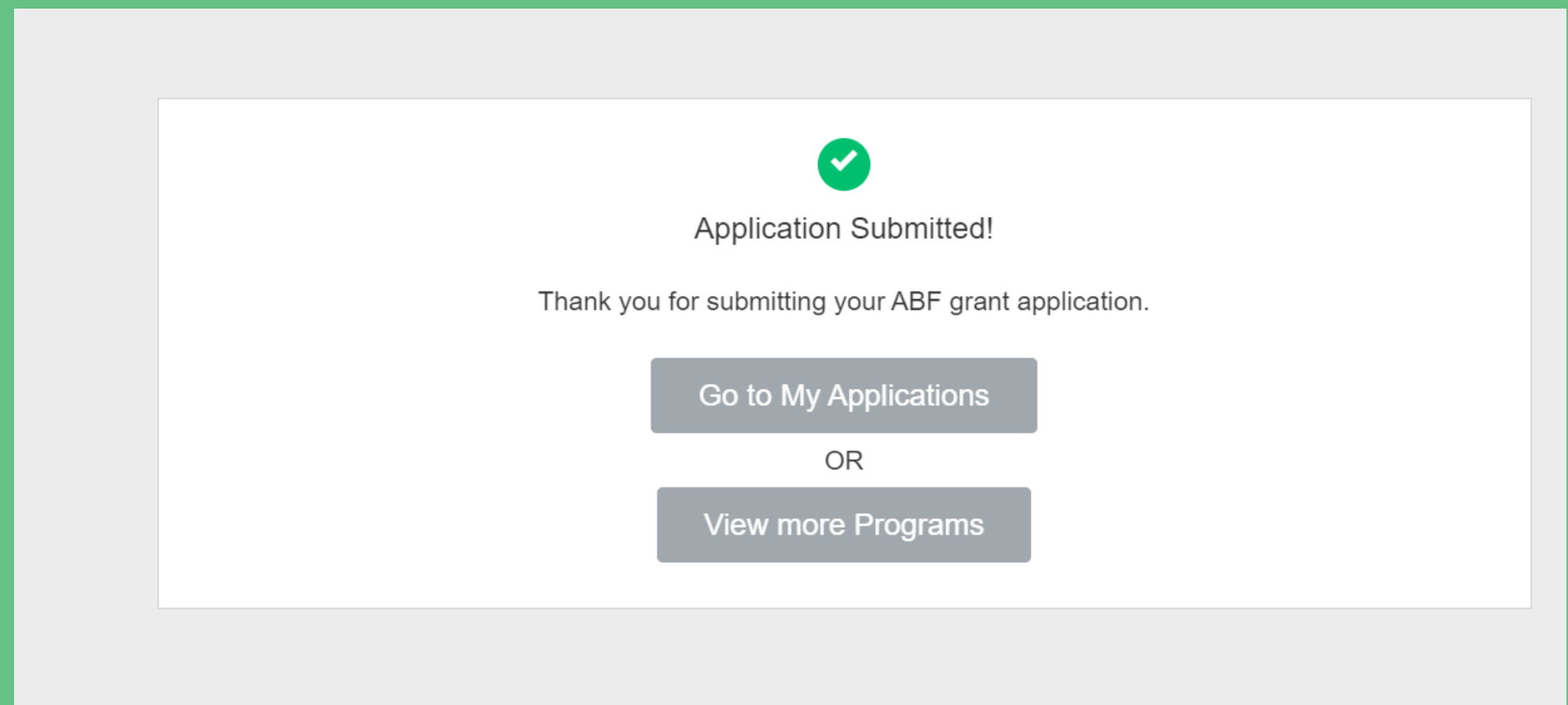
# ***REVIEW YOUR APPLICATION***

- ONCE YOU CLICK 'SUBMIT' YOU WILL HAVE THE CHANCE TO REVIEW YOUR APPLICATION
- READ OVER ALL YOUR RESPONSES TO CHECK FOR SPELLING, GRAMMAR, AND COMPLETENESS
- ASK YOUR MENTOR OR PARENT TO READ OVER YOUR RESPONSES, AND OFFER FEEDBACK



AFTER YOU CLICK SUBMIT, YOU  
WILL HAVE A CHANCE TO REVIEW  
YOUR APPLICATION. WHEN YOU  
ARE SURE THAT EVERYTHING IS  
READY TO GO, CLICK SUBMIT

YOU WILL THEN SEE THIS  
PAGE, WITH THE MESSAGE  
THAT YOUR APPLICATION WAS  
SUBMITTED.  
CONGRATULATIONS!







***THANK YOU FOR YOUR PARTICIPATION!***

FOLLOW US ON SOCIAL MEDIA:

INSTAGRAM AND TWITTER: @ABFDREAMERS

FACEBOOK: @ANNBANCROFTFOUNDATION

QUESTIONS?

CALL THE OFFICE AT (612) 338-5752 EXT. 191

OR

EMAIL MARY-GENEVIEVE AND CHRIS AT  
GRANTS@ANNBANCROFTFOUNDATION.ORG

