We have compiled several resources for applicants who may need assistance creating a successful proposal.

Preparing to Submit Your Application

Preparation for successful applications should include, but is not limited to, the following steps:

1. Thoroughly read and review guidelines within the specified Grant Program.
2. Read through **Frequently Asked Questions** on our website.

Grants That Rise to the Top

Successful grant applications typically include, but are not limited to, the following considerations:

1. A clear focus within projects and programs connected to the organization's stated mission
2. Proper alignment with stated funding priorities and eligibility guidelines
3. A new or innovative idea or an ongoing effort that substantially builds upon past success
4. The ability and/or experience necessary to successfully accomplish the proposed project
5. Strong and diverse leadership that reflects the community served
6. A clear plan of action with specific, measurable, and realistic goals and objectives
7. Logical and sequential development of project or program implementation timelines
8. Accurate, reasonable, and consistent project or program budget
9. Projects that incorporate periodic assessment, documentation, and dissemination of progress and final results
10. Feasibility, cost-effectiveness, and sustainability of proposed projects or programs
11. Sufficient organizational capacity to successfully implement the proposed project or programs
12. Strategic plans for collaborating and forming partnerships
13. Direct engagement of target audiences within the planning, implementation, and evaluation process
14. Support from the project's or program's targeted audience
15. Potential for application and replication in other areas of Sonoma County
16. Proper completion of all application documents and required attachments

COMMON REASONS FOR REJECTION

While we cannot support all applicants, avoiding these common errors will increase your chances of receiving funding.

☒ Missed Deadline

Applications close at 4 p.m. on the specified deadline. Any applications submitted after the deadline will be rejected by the online system and not accepted via email or mail.

☒ Missing Information

Be sure to complete all requested information within the online application and required attachments.

☒ Inconsistent or Unclear Project Focus

Applications should have a clear and consistent focus that directly correlates to priorities within the specified funding opportunity. Applications for program(s)/project(s) outside of the specified funding opportunity's priorities will not be considered.

☒ Outside Geographic Restrictions

Program(s)/project(s) serving areas outside of Sonoma County will not be considered.

☒ Missing Attachment(s)

Be sure to complete and upload all requested attachments utilizing the proper format, as specified by application directions.

☒ Project Not Within Funding Period

We cannot provide funding for grant activities that will occur outside of the specified grant period.

☒ Inconsistent Math in Budget

Check, check, and double check the numbers provided in your budget. Costs should be reasonable and relevant to proposed grant activities. Provide realistic and consistent cost estimates.

☒ Insufficient Staff Expertise

Key staff should have the necessary qualifications and experience to successfully implement the program(s)/project(s).

☒ Unsatisfactory Evaluation & Metrics

Evaluation is an important aspect of all successful program(s)/project(s). Proposed goals and objectives for each project should be clear and achievable.