



Idaho Film Office
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HINTS AND TIPS FOR A COMPETITIVE GRANT APPLICATION MEDIA WORKFORCE DEVELOPMENT GRANT

This is the 2nd year of this grant program. Last year we received 19 applications and anticipate more this year. You could be competing for funding with many other individuals and organizations and many projects will not be funded. Use these tips to help you make a competitive grant proposal that will be seriously considered and ultimately funded.

READ THE GUIDELINES THOROUGHLY

- Allow plenty of time to create your application packet.
- Review funding process and panelist criteria.
- Be sure you are aware of deadlines, timelines, budgets and supplemental materials.
- Use the provided checklist to make sure your application is complete.

CONSULT WITH FILM OFFICE STAFF

- Staff will be available by phone or in person to consult with you on your application. Such a consultation may help you create a competitive application but will not increase the chance of funding. IFO staff will not serve on the panel judging applications.
- IFO staff travel frequently and are very busy. Please allow at least three weeks before the deadline for an appointment to make sure time is available for you.

CREATE A READABLE, SPECIFIC APPLICATION PACKET

- Answer every question asked on forms.
- Create legible documents. Typed documents are preferable to handwritten documents.
- Use a simple, 12 point font.
- Describe your project in clear and thorough detail.
- Be succinct, avoid jargon, and use simple language to convey your ideas.
- Focus on the evaluation criteria so you can address it in your application.
- Send only what is requested.
- Formulate a complete budget and timeline. Make sure both reflect the plans mentioned in your application and artist statement. The goal of the program is a finished project, not a partially-completed project.

SEND ONLY WHAT HAS BEEN REQUESTED

- Three copies of your application materials are required for panel distribution.
- Prepare quality work samples; 3-5 minutes of 1-3 video samples is sufficient.
- Put your best samples up front and center. Panelists will see only the first few minutes. Make sure they see the right scenes, not necessarily the first scenes of previous work.
- Do not send originals or master copies.

FINALLY . . .

- Proofread, proofread, proofread.
- Be sure to sign your application
- Save a copy of your application and supporting documents
- Submit by the deadline