



Lackawanna Heritage Valley Authority

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LHVA Partnership Grant Program How to Submit a Successful Application

Important Tips to Remember

- Submit your application on time.
- Carefully read all the guidelines.
- Determine that your request will address LHVA's themes and funding goals.
- If you are a first-time applicant to LHVA's Partnership Grants Program, conduct research into LHVA's mission, goals, previous projects, and current partners. Visit www.LHVA.org.
- State your organization's needs and objectives clearly and concisely. Write well. Do not waste words. Use active rather than passive verbs. Use proper grammar and correct spelling. Be clear, factual, specific, and professional.
- Include a brief description of your organization for the reviewers. They may not be familiar with who you are and what you do.
- Write a clear project description that answers the following questions:
 - What is the project?
 - What are the project's goals and objectives?
 - When will it happen?
 - Where will it be held?
 - How will the project be accomplished?
 - Who are the individuals responsible for the project and what are their roles?
 - Who is your audience, and how will they benefit from the project?
 - What specific objectives will you accomplish and how? How will you measure your results?
 - How much will the project cost?
 - How much are you requesting from LHVA?
- Be specific about broad goals, measurable objectives, and quantified outcomes.
- Review the budget figures carefully. Then review them again.
- Demonstrate dollar-for-dollar matching funds for the project (If you are requesting \$2,000, show that you have a valid \$2,000 cash match).
- Compile appropriate supplemental materials if they will enhance or explain aspects of the request.

Reasons Why Your Application May Be Denied

- Application was submitted after the deadline.
- Application is incomplete or lacking critical information.
- Project does not address or advance LHVA's goals, themes, and funding priorities.
- Budget is not reasonable or does not show dollar-for-dollar matching funds.
- Project scope or work plan is unrealistic or vague.
- The project is scheduled to begin before the grant funds have been awarded.