



## Warning!!!

- If you like to throw things together at the last minute, this won't be for you.
- If you think your congressman owes it to you to get it for you, this won't be for you.
- If you don't like to fill our forms or answer questions that you don't understand, this won't be for you.
- If after reading the grant you think they are asking for too much information, this won't be for you.



1. Start early!!!!

2. Carefully read the grant documents and make a schedule of all the requirements.

a. Do you qualify?

b. Are you at the right stage with your project to apply?

c. Do you have the financial match or can you get it?



- 3. Develop a team that will prepare the grant:
  - a. Management team must be involved, from CEO on down.
  - **b. Engineering and Construction Companies**
  - c. Legal—articles of incorporation, other docs
  - d. Financial—pro-formas, also Bank or Finance Company
  - e. Environmental—permitting issues
  - f. Collaborators—Equipment vendors, feedstock supply, offtake agreements
  - g. University-research completed or needed
  - h. Consultant/Grantwriter—put everything together, organize and help balance the application and develop a strategy and a good story.
  - i. Federal, state or local governmental entity.



4. Develop a strategy, capitalizing on your strengths and shoring up your weaknesses—

## It is YOUR story.

Make it interesting and allow the reviewers to understand it completely.

Make it balanced.

Write to a 6th grade level.



5. Develop a list of deliverables and assign tasks to the team with dates.

# Continue to follow up with the team until everything is completed.

Schedule regular conference calls or meetings.



- 6. Last few days—Review your strategy and your story
  - a. is it compelling and does it accurately convey the information?
  - b. Are you within the page limit guidelines?
  - c. Have you answered all the questions completely?
  - d. Review your final pdfs and check for formatting problems, etc.



## **Application Challenges**

Federal grants are hard to get.

Potential applicants are afraid to apply.

Application involves a lot of information and takes time and money to process.

The grant award time is long—6-8 months.

The applicant must be able to wait for the award.



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