Helpful Hints from the REAP Grant Selection Committees

1. Is your proposal closely targeted to the goals and objectives of the REAP Program?
   a. Be sure to keep the scoring criteria in mind;
   b. Make sure the proposal is closely targeted to the goals and objective of the REAP program. The programs name is Resource Enhancement and Protection and good grants are directly tied to that. (Think: water quality, native landscaping, fishing, multi-use outdoor recreation, etc.).
   c. Emphasize passive recreation aspects of the project and not supportive of such activities as athletic fields.
2. Budget
   a. Make sure all the numbers add up correctly and are the same in every portion of the grant.
   b. Make sure the budget is clear and concise with unit costs. Don't use "miscellaneous supplies" as a budget item.
   c. The application should mostly be about the specific project you are asking money for, even though it might be part of a bigger project. The specific project needs to stand alone. If you include plans/cost breakdowns for all phases of the overall project, make sure you clearly identify the specific part that this application is for.
3. Good pictures are important. Show the project area from all vantage points with good captions. Maps and aerials photos are very helpful; make sure they are clearly understandable.
4. Be sure to provide clear, concise narrative of what you plan to do. Make sure the purpose of the project is clear. Grant readers do not have time to read endless pages.
5. Follow the application outline and specifically address the issues explained in the guidelines. You can delete the instructions for each section on your application.
6. Some level of local support goes a long way, either hard or soft match.
7. The applicants need to show long range plans, even if only in concept; especially for acquisition projects.
8. The wider the scope the better the project will score. For example if the project involves tree planting, habitat restoration, aquatics, regional or statewide appeal, historic preservation, etc.
9. Sometimes, highly specific information is helpful. For example, do not say you will plant native species; give a list of species and diagram of where they will be planted. Do not say: "This area will be developed into a park." Rather, give a list and show placement of equipment, shelters, plantings, etc. Along with that, give a breakdown of costs for all pieces of the project.
10. Get all the required signatures.
11. Do not file the same proposal the following year without updating it. It can't be a very important project if nothing has happened in one year's time.
12. Broad support is critical. A plan that is just an idea of one department, the mayor or the city council does not show the support of the full community.
13. Demonstrate local support for the project through the narrative in the application and through support letters attached. Let others say the good things about your program and organization by including quotes within the text of the grant.
14. Neatness and accuracy matter—your application is the sole source of information about your project, your organization, and your ability to carry through with it.
15. Have someone not familiar with your project review your application to see if they understand it, have questions, etc. prior to submitting it.