A FEW TIPS
FOR PREPARING YOUR APPLICATION

❖ Follow the instructions.
  • Carefully read the General Information & Provisions, the Program-Specific Information & Guidelines, and the Instructions on the application.

❖ Answer the grant application questions.

❖ Be sure the narrative flows logically.

❖ Sell it!
  • Always focus on what your plan and this project will do for the users – not for your library.
  • Be persuasive in describing a compelling need for your users.
  • Use quantitative and qualitative evidence.
  • Provide specific examples of problems or needs of your users.
  • Leave the reader with no doubt that you have a plan in place that this money will help to advance. It isn’t just about the money.

❖ Remember the three C’s: Clear, Concise, Complete.
  • Use language that’s easy to understand.
  • Avoid jargon.
  • Provide all the information needed to make your case but don’t overwhelm the reader.

❖ Write for an unfamiliar reader.
  • The person reading your application may not know much about your library or your particular community.
  • Ask others to read it and give you feedback.

❖ Your word processor is your friend; use its features!
  • Spell check helps, but it doesn’t replace a human reader.
  • If it was written by a committee, standardize fonts and flow so it doesn’t look that way.
  • Number pages.
  • Use bullets and/or numbers.
  • Use white space.

❖ Asking questions is encouraged.
The State Library really wants to give you money. Please ask if/when you have questions:
  • Check the website [https://statelibrary.ncdcr.gov/ld/resources/lsta-grants](https://statelibrary.ncdcr.gov/ld/resources/lsta-grants)
  • Call your liaison consultant [https://statelibrary.ncdcr.gov/ld/consultants/](https://statelibrary.ncdcr.gov/ld/consultants/)
  • Contact Library Development at 919-814-6780.