



## APPLICATIONS

# 2016 TABLE HOTSPOT RESOURCE: HOW TO CUT DOWN ON THE NUMBER OF INELIGIBLE, IRRELEVANT OR POOR QUALITY APPLICATIONS



**Grantmakers highlighted the need for genuine interaction with grantseekers throughout the application process as key to addressing this problem.**

**“You have to have clear policy and guidelines. What you do support and what won’t be considered should be very clear from the outset.”**

**“There is an argument that grantmakers could make it a pre-requisite for applicants to contact them before starting a submission.”**

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## TOP TAKEAWAYS

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- Provide applicant workshops or information sessions before your program kicks off.
  - Consider filming or streaming the session for those who live remotely or cannot attend.
- Clearly define guidelines for applicants and assessors so everyone is reading from the same playbook.
- Encourage feedback and provide coaching or training for unsuccessful applicants. Find a balance between helping them with the application process and writing it for them.
- Promote your grants rounds to the applicants you wish to attract. Work with relevant media, tap into peak bodies and engage community leaders to aid these efforts.
- Human interaction is important, as is understanding your community’s make-up. Consider whether the quality of applications you receive is affected by:
  - Gender bias
  - Age
  - English as second language
  - Poor education.
- Don’t reward bad applications:
  - Grantmakers need to manage their reputation; you don’t want to be known as an easy mark.
  - Just because you have money doesn’t mean you should give it all away to mediocre applications.