

Tips for Applying to Grants

Keri Cornman
Grants Manager

Keri.Cornman@mass.gov

617-620-0200

- 1. Thoroughly Review the RFR/RFA Document
 - RFR = “Request for Response” RFA = “Request for Application”
 - This document contains all information, instructions, expectations and context for the grant(s) you’re applying to.
 - If there is any confusion over any aspects of the RFR, reach out to the Program Manager with questions
 - Contact info always listed on first page of RFR

- 2. Check off every element of the Evaluation Criteria
 - In every RFR there is an “Evaluation Criteria” section
 - This is how proposals are scored - most often numerically based on the evaluation criteria
 - As you complete/fill in application, make sure you check off every element of the evaluation criteria

- Some required documentation may be outlined in the “Application Submission Instructions” and separate from Evaluation Criteria.
- These instructions provide clear guidance on how and where to submit your application.
 - Email, mail, etc.
 - Make sure you send to the correct contact
- Make sure application package and additional documentation are clear and legible.
- Allow time for your submission!

- Review list of Eligible/Ineligible Projects in RFR
- Express Need
 - Explain to evaluators *why* your project is a good investment
 - Provide data/facts to back up need
 - “This will increase sales/productivity/efficiency by this (specific) amount...” versus “With this funding we expect to increase sales/productivity/efficiency”
- Clear Goals and Objectives
 - Having a plan with clear Goals in place shows a focused, well-thought out project

- Track and/or measure results and successes
 - Show you have a system in place to track the expected results of the project
- Be Clear and Concise
 - No fluff/filler
 - Don't commit to more than you can feasibly do
 - Stay positive!
- Provide detailed timelines and financial plans
 - Include all quotes required, permits, matching funds, financial forms, etc. that may be required

- Mass.Gov [Agricultural Grants and Financial Assistance Programs webpage](#)
 - MDAR Grants Story Map
 - Tips for Applying to Grants
 - Copy of Programs and Services Booklet
- [Farm & Market Report](#)
 - Email listserv that provides MDAR updates including grant opportunities

- Grants on the webpage are listed by category
 - Environmental and Energy Grant programs
 - Compost programs
 - Farm Viability programs
 - New and beginning farmer programs
- [Resilient Food Systems Infrastructure Grant Program](#)
 - Infrastructure projects that enhance processing, distribution, aggregation, and other middle-of-the-supply-chain areas for eligible agricultural products
 - If you process honey you may be interested in this program.
- [Specialty Crop Block Grant Program](#)
 - promotional, educational, or research-based projects that enhance the competitiveness of specialty crops
- [Food Security Infrastructure Grant Program](#)
 - Projects to enhance equitable access to food for individuals and families throughout the Commonwealth, with a focus on food that is produced locally. Infrastructure Projects.

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Questions?