



General Grantwriting Tips

TourWest staff is available Monday through Friday, 8:30 AM - 4:30 PM. Mountain Time at 303.629.1166 or tourwest@westaf.org to review applications, answer questions, and provide feedback to applicants.

- Do not attempt to write the grant in one day. Projects that receive funding are often those that are the most clearly articulated.
- Make sure you understand the guidelines and evaluation criteria before you begin to write your proposal.
- Assess your entire season and evaluate which of your presentations are best suited to the TourWest program.
- Outreach activities are a very important part of the TourWest program. Explain them in the most thorough manner possible.
- If the artist is unable to perform the outreach activity, please provide an adequate explanation. Note that your application may be viewed as less competitive.
- Allow plenty of time for the project's development, and work with all of your partners in the planning and preparation of the application. Successful projects are often those that show a strong connection between the artist, presenter, and community.
- Provide specific information related to your involvement with communities and community groups whenever possible; for example, provide the names of community organizations that you are working with on the project.
- Write your grant as if you were explaining the project to someone who is unfamiliar with your organization or mission. Test the clarity of your responses by inviting people outside your organization to review your application.
- Review panelists may not be familiar with your community. Provide the necessary background information on your city and the underserved audiences that you are trying to reach. Testimonial statements endorsing the quality of an artist or company are strongest when made by a recognized group or individual from outside of the applicant's organization.
- Be sure you successfully upload all of the required materials, artist's contract, proof of nonprofit status, presenting seasons, and artist's supporting materials.
- Double-check your budget calculations.
- Keep a copy of the application and support materials for your files.
- The artist's contract or letter of intent should reflect the entire project, not just the date of performance.