



# Child Care MicroGrant Grant Application Tip Sheet

## First Steps

- Visit [www.metroaction.org](http://www.metroaction.org) for the latest information on MetroAction's Child Care MicroGrant Program.
- While on our website, download your application guidelines and instructions, and your MicroGrant application.
- Visit our blog, *InterAction* to read about past grant recipients, project examples and other resources to assist you in completing your application.
- Consider participating in MetroAction's Child Care MicroGrant Help Session. MetroAction offers free help sessions to applicants during each funding round. Participants have the opportunity to learn more about the program, hear project examples and get some "insider information" on what makes an application stand out.

## Start Writing

- Prepare your proposal **early**--well before the deadline. **Do not rush!**
- Make sure your project fits into one of MetroAction's funding priorities.
- Be consistent with your information.
- Fill out the application completely using a clear and concise writing style.
- Make sure to describe the need(s) that your project addresses and how it will impact the children you provide care for.
- Convey confidence and enthusiasm for the project.
- Proofread!
- Critique your own proposal. Did you answer all of the questions? Did you include all of the required attachments? Is your project innovative?

## After Review

- Remember our review committee gives priority to innovative projects.
- If you are not funded the first time around, consider re-applying again during the next round.