

## WRITING TIPS FOR APPLICANTS

**Planning to submit an application to the Gaspari Fund? The review team has a few tips that can make your application stronger:**

### **Do you have a well-developed plan?**

Stronger applications usually show careful thought about how the requested funding will be used on research of actual costs. For example, instead of saying “We’d like to purchase sensory items,” do some research to determine exactly which items would be most beneficial for your particular situation.

### **An important part of a well-developed plan is the budget.**

Break it down and let us know how much you plan to spend and on what specific items. The budget helps the review team better understand the project and how it will be implemented. For the applicant planning to purchase sensory items, the budget could show how much each item will cost plus shipping expenses, if applicable.

### **If your total project budget is more than \$500, describe how you will secure the rest of the funding needed.**

We want to know whether you have identified a source (or more than one) that will pay for the rest of the project. It makes for a stronger application if we know that most or all of the project budget has been identified.

## Sample Project Description

I am requesting a grant from the Gaspari fund to purchase sensory equipment for my daughter who has the diagnosis of Autism. My daughter has many sensory issues. Noises make it very difficult to take her to activities. She chews on her clothes and has broken her bed as a result of her need to bounce to regulate herself. Sensory equipment has been found to be very helpful for her at school and we would love to carry over the activities to our home on evenings and weekends especially. Unfortunately, the cost of the equipment has made it impossible for us. Any help would be appreciated.

### Sample Budget

Weighted Vest	\$115
Plush Vibrating Pillow	\$60
Noise Reduction Headphones	\$25
Ball Chair	\$150
Chew Tubes	\$100
Shipping	\$50
<b>TOTAL</b>	<b>\$500</b>