

# PUCF Grant Application Tips

## How to Submit a Competitive Application

- Review PUCF's guidelines, requirements, and ineligible list to ensure your proposal meets our giving guidelines and funding priorities.
- The Ineligible list applies to an agency's mission, including its programs and services. If your grant request is on PUCF's ineligible list, it will not be considered for funding. If you are unsure of your program's eligibility, please contact us to discuss potential funding opportunities prior to submitting your application.
- Be sure to address each question in the grant application by providing brief and precise answers. Do not duplicate the information in multiple sections.
- Include a list of your top 5-10 funders on the PUCF Funding Form. We look for a broad base of support that demonstrates funding diversity and stability. Government funding can be aggregated into one line-item total. Do not include individual donors.
- If your organization provides services beyond our geographic footprint, please tailor your narrative and examples of past successes to only the towns where People's United Bank operates. The foundation seeks measurable outcomes of success in meeting the needs of residents in the communities we serve.
- Refrain from using industry jargon or excessive acronyms. It is important that we fully understand your application in order to make an educated funding decision.
- When providing performance measures be sure to use Remember the three simple questions, "How much did we do? How well did we do it? and Who's better off as a result?"
- If your organization is funded by PUCF, you will receive an electronic final report template, which will refer to the quantitative and qualitative measurements provided in your grant application. To complete the final report you must provide the actual results of your program based on the measurements indicated.
- A Final Report on previous funding received from PUCF must be submitted with your new grant application. If the previous grant funds have not been completely expended and/or the program has not yet ended, your organization will not be eligible to reapply until the following grant cycle.
- Proofread your application, adhere to the character limits, and ensure all necessary documents are attached to your request before submitting your application.
- Save a pdf copy of your submitted application for your records.
- If you have any questions regarding the grant application or final report process, please contact Lia Martino, Administration and Grants Specialist at 203-338-6112 or [Lia.Martino@peoples.com](mailto:Lia.Martino@peoples.com).