



HOW TO INCREASE YOUR ODDS OF SECURING FUNDING THROUGH THE BEND SUSTAINABILITY FUND.

The most important element of your grant application is the homework you do before you ever click on the APPLY button.

Having a well thought out, executable project that fits the legal funding criteria is much more important than an elegantly written narrative with a vague plan, timeline or connection to funding criteria. Taking the time to meet with the grant program staff is an excellent way to determine if your project is eligible for funding and to ensure you are submitting a grant application that can move forward in the review process.

Here are some tips to consider as you move through the grant application process:

1. Understand the [grant criteria](#) and determine if your project fits all four bullet points. Be sure your project is a [Tourism Related Facility](#).
2. Call us! Having a conversation with [Bend Sustainability Fund staff](#) will help identify the strengths and weaknesses of your proposal early; giving you time to adjust before submitting your application.
3. Have clear outcomes and timelines for your project, and explain the need for the grant. Why should we invest in your project?
4. Have a full project budget prepared, including project expenses and other funding sources. Be sure your project budget matches your application narrative; it should be able to stand on its own and tell the story of your proposed project.
5. Have a clear understanding of how this project will benefit Bend's residents and visitors, and what positive economic impact this project will have on the community. Use data if you have it, including percentage of use by visitors and projected economic impacts.
6. Understand Visit Bend's [Pillars of Sustainability](#) and how your project fits into them.
7. Think about how you have incorporated diversity, equity, and inclusion into your project goals and outcomes.
8. Answer each question with clarity. Don't understand what is being asked? [Reach out!](#)
9. Proofread your application before submitting. Eliminate industry jargon or acronyms. Our Advisory Council comes from all backgrounds and may not be familiar with the nuances of your work.
10. Know the deadline, and don't wait until the last minute to submit. Funders receive a lot of applications, do them a favor and submit early!