

#FIXTHEFORM CHECKLIST



Create a word version of your application and make it available on a publicly accessible website (not a pdf; not behind a user wall). Make sure the questions exactly match the online form (look for skip logic/surprise questions)



Accept nonprofits' templates for: budgets, board lists, partner lists. It takes nonprofits up to two hours (or more) to translate our budgets into your templates.



STOP asking for information split into individual fields (ie. board member first name then last name, budget items) wherever possible.



Make sure your grant application can be saved and easily accessed later.



Whenever the form has a multiple choice question, always offer the option to self-describe or explain.

**Small Changes
BIG IMPACT**

**Fix
the
Form**



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**JOIN THE
RE-FORMERS**

Join a growing community pledging to #FixTheForm in 2021.

Contact:
fixtheform@gmail.com

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Fill out your own application as if you were applying for funding. Eliminate any question that doesn't provide you information you need to make a grant.



Make sure the word/character limits match the amount of content it takes to answer your question. Set the limit the max available and/or describe how long of an answer you're looking for: "We expect answers will be one page double-spaced."



Ask for reviews on GrantAdvisor.org with your free custom link (<https://www.grantadvisor.org/survey.php?ein=YOUR EIN HERE>) and/or add a question to every LOI, proposal, and/or report: "How much time did it take you to complete this?" Strive to not consume more nonprofit time than the value of your grantmaking.



Use publicly available information as much as possible (ie. create forms that allow users to import data from GuideStar profiles, autofill from past applications).



Make the changes on this checklist BEFORE asking nonprofits to test your forms. When you ask for feedback, compensate nonprofits for their time!

■ Fix
■ the
■ Form



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