



# Project Streamline Cheat Sheet

**One Simple Premise:** the cumulative impact of grantmakers' distinct and often laborious application and reporting requirements undermines nonprofit effectiveness, causing grantseekers to devote too much time to seeking funding (often without payoff) and reporting on grants (often without benefit) to the detriment of their mission-based work.

## Four Core Principles

1. Take a fresh look at information requirements: request only what is used in decision-making.
2. Right-size requirements: align application and reporting to the size and type of grant.
3. Reduce the burden on grantseekers: minimize unnecessary and onerous practices.
4. Straightforward and clear communication with grantseekers.

## Six Key Questions

1. Do we really use this information (document, requirement) to make funding decisions?
2. Do we need it from all applicants or just some applicants?
3. Do we use this information at the beginning, or do we need it as we get closer to final decisions?
4. Do we know how long our process takes grantseekers?
5. Is there any other way we can get this information?
6. Have we sufficiently explained why we need it to applicants?

## Five Practices That Matter Most

Based on the results of our 2013 study, **Practices That Matter**, Project Streamline knows more about the specific practices that make the biggest difference to grantseekers and grantees.

1. Online application and reporting systems that work well, gather the right information, and store information from application to reporting, and from year-to-year.
2. Budget and financial reporting requirements that allow them to maintain their own financial categories.
3. Clear and regular communications, including responsiveness to phone and email inquiries.
4. Staged processes with techniques like a brief and simple letter of inquiry (or online inquiry form) prior to inviting a full proposal from groups most likely to receive funding.
5. Simplified application for small grants and repeat or renewal grants.

