Grant Applicants' Presentations: Do's and Don'ts

Adopted 1/27/12, Orrville Area United Way   Our mission is to improve lives.

Do's

- Practice your presentation more than once before you share it with our United Way volunteers. Make sure that the presentation fits within the allotted time, allowing for questions at the end.

- If you decide to use a power point (a recommended presentation aid), please make sure it contains **bulleted** points more as an outline of your remarks than as an actual text of what you want to say. Choose the most important words for a particular point and plan on embellishing them/expanding on them from the podium.

- Please use a **large** font for the power point, large enough for the audience of volunteers to read. The room used for the presentations is about thirty feet deep, so you may want to gauge the font size for your power point accordingly.

- Follow the **presentation template's sequence** exactly (the volunteers will expect this); don't leave out any of the required elements. It is essential to include the amount of money you are requesting. Not all the volunteers will have read and reviewed all the funding requests from all the requesting agencies.

- Remember that the technology at the presentation venue is **PC compatible**, not Mac.

Don'ts

- Do not read from a prepared text or extensively from the power point. Use notes and/or the power point's bulleted items as an outline and guide, but make sure that the presenter is **making eye contact** with the audience.

- **Do not go beyond your allotted time.** The presentation schedule depends upon agencies keeping on time. The schedule will be prepared to accommodate agencies requesting funds for multiple programs.

- Do not include extraneous information about your organization as part of your presentation. Do not talk about capital campaigns unless there are specific questions about them (or other matters) that are asked after you have finished your prepared presentation.

- Do not bring a lot of materials (or other 'stuff') to be distributed. If you do, it should be distributed **before** the presentation itself begins (not while the presenter has begun his/her remarks. Even then, consider this: material that is distributed before a presentation – especially if it does not directly relate to or bear on the presentation – is often simply a distraction to the audience and creates a challenge for the presenter. It would be better to send these materials electronically to helen.meyers@oauw.org , and Helen will send it out to the volunteers.

- You are **NOT** required to bring stuff to distribute – if you do, the information should be critical to your application and enhance the presentation itself. There should be a relationship between your application and whatever handouts you bring. **DO NOT** hand out copies of your power point!