

NAMING CONVENTIONS

Best practices for naming and organizing your programs and grant cycles

GO Smart gives you the flexibility to title your Programs and grant Cycles in whichever way is best for your agency. However, we recommend the following naming conventions to ensure that you efficiently organize your cycles. A succinct naming convention will not only allow your applicants to easily navigate your site and locate the appropriate cycles but it will also make it easier for you to create and manage new cycles every year.

BEST PRACTICES:

DO keep your titles short

BEST PROGRAM NAME CONVENTION EXAMPLES

General Operating Support
 Program Support
 Project Support
 Fellowship
 Project Support Level 1 (Under \$500K)

BEST CYCLE NAME CONVENTION EXAMPLES

General Operating Support 2017
 Program Support 2017 Q1
 Program Support 2017 Reimbursement
 Fellowship Spring FY17
 Project Support Level 1 (Under \$500K) FY17

DO name your program such that your cycles will use the same name

Program Support:
 Program Support 2016
 Program Support 2016 Reimbursement
 Program Support 2017
 Program Support 2017 Reimbursement

DO keep your naming scheme the same every year

General Operating Support:
 General Operating Support FY14
 General Operating Support FY15
 General Operating Support FY16
 General Operating Support FY17

DON'T include your agency name, the words grant or application, or a date in the title

BAD PROGRAM NAME CONVENTION EXAMPLES

Denver Arts General Operating Support
 Program Support 2017
 2016 Project Support
 Fellowship Grant Application
 Project Support Level 1 (\$0 - \$499,999 Budget)

BAD CYCLE NAME CONVENTION EXAMPLES

Denver Arts General Operating Support 2017
 2017 Program Support
 Program Support Reimbursement Request
 Fellowship Grant Application Spring 2017
 Project Support Level 1 (\$0 - \$499,999 Budget)

DON'T name your programs and cycles differently or put cycles in programs that don't apply

Program Support:
 Program Ability and Accessibility 2016
 Reimbursement - Program Support
 Project Support 2017
 Fellowship

DON'T change where and how you append your cycle designation

General Operating Support:
 General Operating Support FY14
 General Operating Support - 2015
 General Operating Support (2016)
 FY2017 General Operating Support