

# Writing and Managing Grants



NORTHEAST  
DOCUMENT  
CONSERVATION  
CENTER

# RESOURCES

**The Foundation Center**

[foundationcenter.org](http://foundationcenter.org)



**Grantspace**

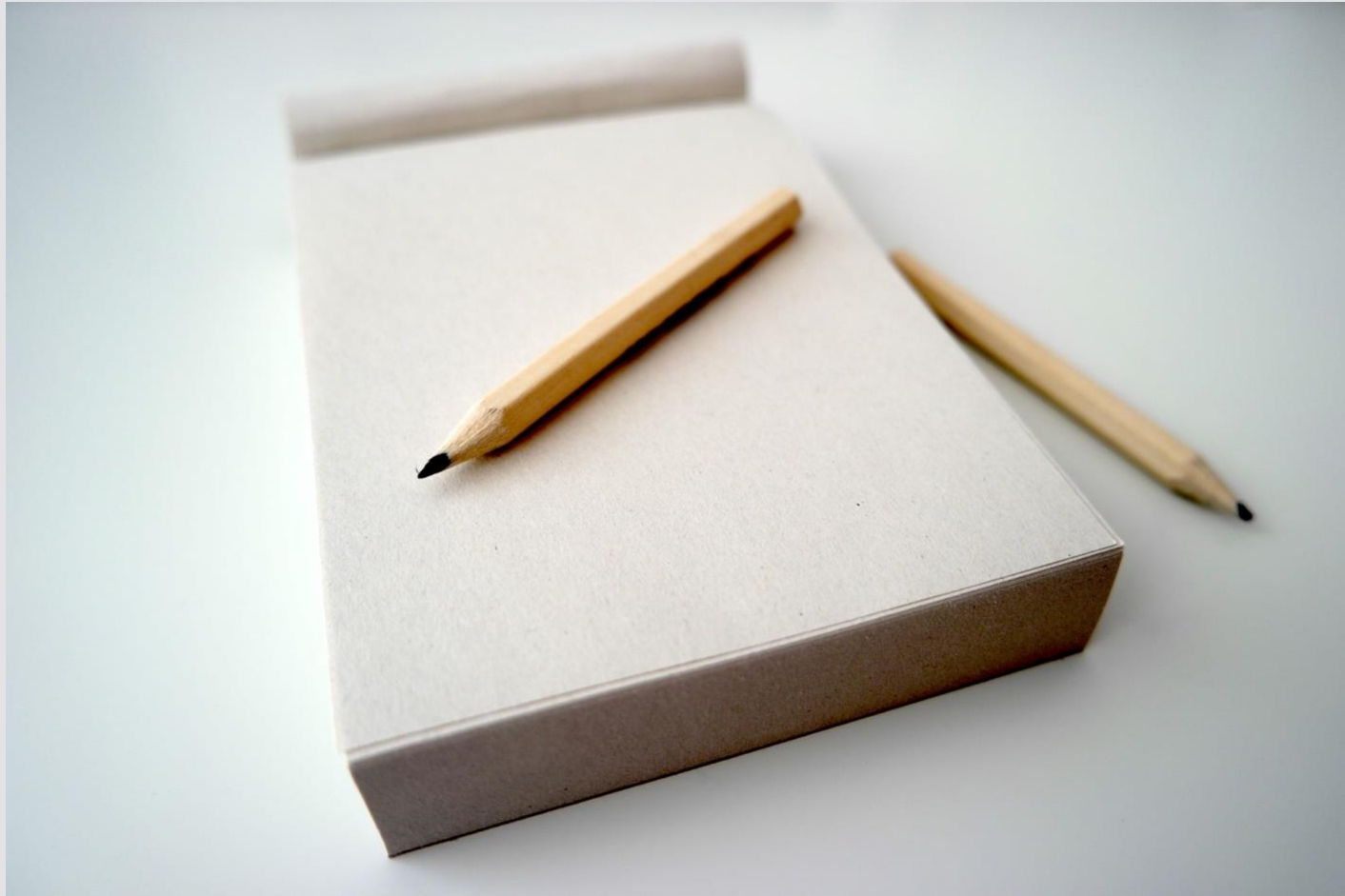
[grantspace.org](http://grantspace.org)



**FOUNDATION  
CENTER**

*Knowledge to build on.*

# Beginning



# Are You Eligible?

**Be sure your organization is registered as a nonprofit.**

**Or be sure you are registered as a Federally Recognized Tribe.**

**Have your IRS determination letter and EIN# handy.**

# Register In Advance

**FOR FEDERAL GRANTS – you are required to register well in advance for:**

**DUNS#            - Your Dunn and Bradstreet #**

**Takes 2 days +**

**SAM.gov        - System for Award Management**

**Takes 2 weeks +**

**Grants.gov - Portal for all federal applications**

**Takes 3 weeks +**

# Some early steps:

- Call the program officer – early! They will help you make sure the project in your head fits their funding priorities – but they are very busy near the deadline!
- Scope your project: are you trying to make a product? Or create workflows/capacity through a pilot?
- Talk to your partners: consultants and project partners can help you shape the project and write the application

# Some early steps:

- Research your topic: are there studies or statistics related to the services you offer? You can include these in the application
- Enlist a subject area specialist to help you write: someone who can indicate need/significance
- Gather info about your organization: #s! Visitors, budget, staff, volunteer hours

# READ THIS!

## #1 - Before you begin

The Foundation Center's  
*Proposal Writing Short Course*

Grantspace.org  
(Free)



# The *Proposal Writing Short Course*

Outlines the basic components of **EVERY** grant proposal.

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Gives you the big picture:

- What information you will need to gather
- How long the process may take
- What your staffing needs will be
- Helps you shape your project and set realistic goals

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Suggestions on how to write each section of the grant are *very* helpful!

# The *Proposal Writing Short Course*

Course also includes:

- How to write a Letter Proposal
- What to expect after submitting your proposal

Sample documents to use as guides:

- Sample budget
- Sample narrative
- Sample Cover Letter
- Sample Letters of Inquiry

# Components of a Grant Proposal

# Grant Proposal Components

**Executive Summary (Abstract)**

**Statement of Need**

**Project Description**

**Budget**

**Organizational Information**

**Conclusion**

# EXECUTIVE SUMMARY

- One page snapshot
- Complete and concise description of your project
- Describe the problem, the solution, the funding plan
- Explain why your organization is the right fit

**TIPS:** - Write this section last.  
- Funder may read this first.

# STATEMENT OF NEED

- Tell why the project is necessary.
- What problem will it address?
- Who will benefit?
- Present accurate statistics to support your argument.
- Write persuasively – stress the resulting improvements, not just the dire need.
- Be sure to keep the individual funder's grant focus in mind.

**TIP:** The *need* should never be your organization's need – always the need of those you serve.



# PROJECT DESCRIPTION

**Nuts and bolts of how the project will be implemented**

- **Include:**

- **Objectives**
- **Methods**
- **Staffing / administration**
- **Evaluation**
- **Sustainability**

# Project Description - Objectives

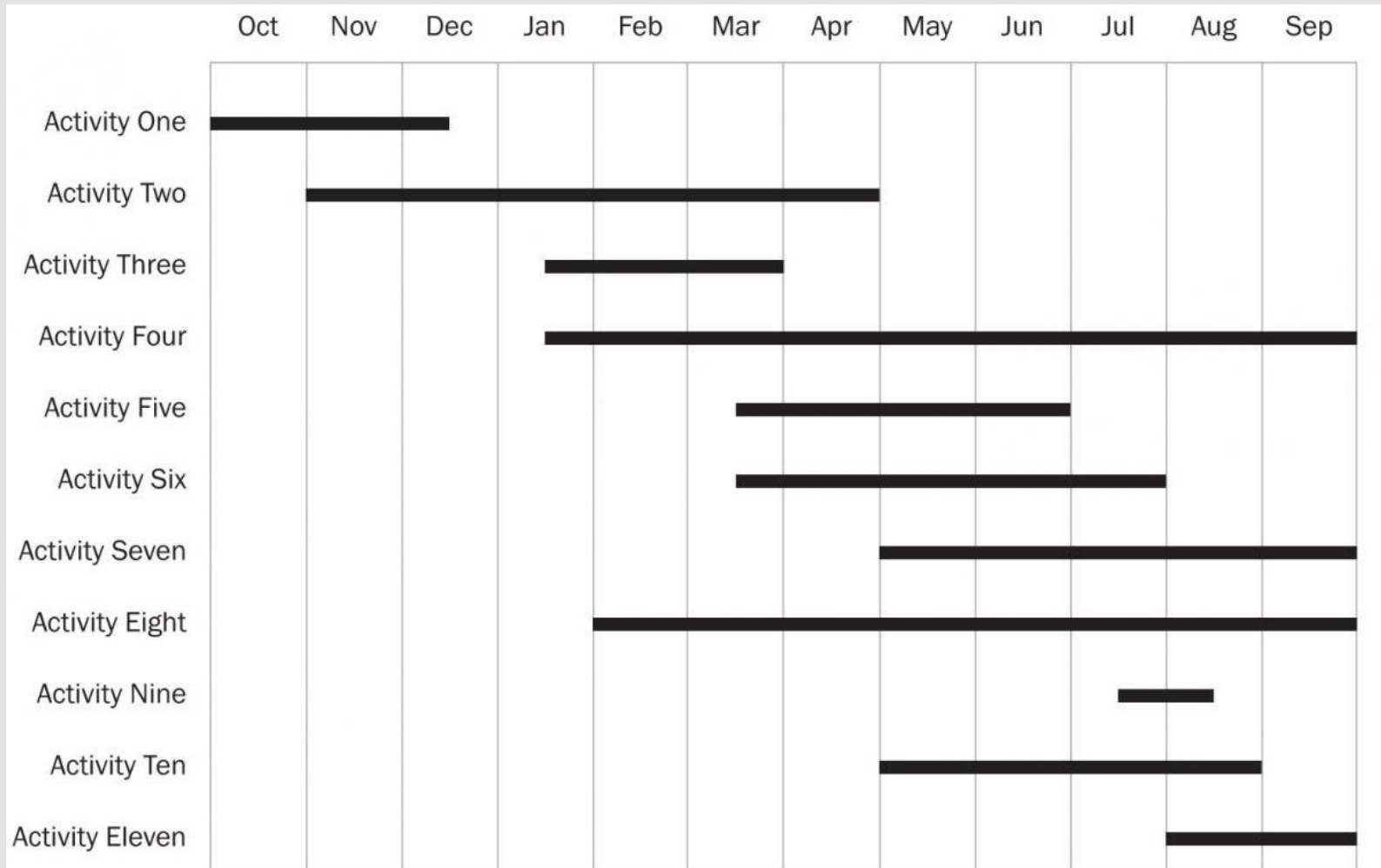
- The “what” information – what do you want to do?
- The measurable outcomes of your project
- *Note: Objectives and goals are different*

# Project Description - Methods

- The “how, when, and why” of your project
- What activities will take place?
- How will they lead to the intended results?
- List vendors, consultants, and suppliers and why you chose them.

**TIP:** Include a timeline and brief detail of each activity.

# Example - Timeline



# Project Description - Staffing

- List all staff and administration personnel
- How will the project be administered – by whom?
- Who will do what
- Experience / qualifications
- Detail what % of their time spent on the project.

**TIP: ALWAYS ask people before writing them into your grant!**

# Project Description - Evaluation

- Create a detailed plan for evaluating the project at the very beginning
- Describe the method of evaluation

# Project Description - Sustainability

- Describe how you will fund the project/program going forward
  - Earned income?
  - Fundraising plan?
  - Additional grants?

# BUDGET

## The financial description of your project

- Include ALL expenses/income that you have mentioned in your narrative.
- List all personnel.
- Check ahead of time to make sure expenses are allowable.

**TIP:** Some funders will review ONLY the budget to determine initial project eligibility.



# Budget Worksheet

- Create worksheet to help organize
- List activities, supplies, and vendors and their costs – to make sure you have everything.
- Keep your worksheet to help you remember your calculations.

# ORGANIZATION INFORMATION

- History of your organization
- Governing structure of the nonprofit
- Primary Activities, Audiences, Services
- Your mission statement

# CONCLUSION

- A summary of the proposal's main points
- Very brief version of the Executive Summary
- Keep the funder's priorities in mind as you phrase this section.

# Grant Writing Tips

# Guidelines

**FOLLOW the guidelines – exactly!**

- **Federal funders – have detailed guidelines**
- **Foundations – may have more general guidelines**

# A Note on Format

**Follow the guidelines for required format.**

- **Page limits**
- **Font style / size**
- **Margins**
- **Use the budget form if provided**

# Be Concise

- Avoid long paragraphs / wordy descriptions.
- Tell a story - make it interesting – keep it brief.
- Action instead of philosophy.

# Invite Editors

- **Have several people read your narrative.**
  - Colleagues – or friends who don't know about the project.
  - Ask them to mark places in the text that peaked their interest; or that were confusing.
  - Edit for typos.
  - Have them scan for needless words or phrases.

**TIP: Accept criticism gracefully.**



# Grant Reviewers

## Think like a grant reviewer

- “Will I learn everything I need to know from reading this proposal?”
- “How does this project fit into my funding agency’s priorities?”
- “How will I recommend this project to my administrators?”
- “If I am comparing this proposal to 20 others, what makes this one be compelling?”

**TIP: Visualize your grant reviewer – they are people!**

# Who Reviews Your Grant?

- **National Public Grants:**
  - Peer reviewers selected from your field and related subject areas are the most important reviewers in the process. They will know the national priorities for moving the field forward, but they DON'T know YOU.
  - Your application is vetted and recommended for funding by staff, but they rely heavily on peer review scoring
- **Private Funders & Smaller Public Funders:**
  - Various ways to score and review - you can always ask!
  - Private funders often solicit for short letters before asking for a full application – always ask about the process and what they are looking for, they want to tell you!

# Managing Your Grant

# Congratulations!

You have been awarded a grant!

**#1** – Send a personal thank you note.

**TIP:**

Also send a thank you note if you are NOT awarded the grant – thanking them for the opportunity.



# Staying on Task

## Assign a “Grant Manager”

- someone who will remind people of deadlines and organize the reporting file, etc.

# Staying on Task

**Print your grant timeline and post where you see it every day.**

# Staying on Task

**Add your grant activity deadlines to your work  
AND home calendars.**

# Staying on Task

**Set a regular meeting each week/month to check in with staff members on progress.**



# Staying on Task

**Create a dedicated file for all info about the grant.**

# Staying on Task

**Report any major changes in activities/staffing to your funder. Keep lines of communication open.**

# Finding Grants

# IMLS – Institute of Museum and Library Services

- **Funds museums and libraries of all kinds, with several targeted grants for tribal organizations**
- **Grants available for digitization/preservation:**
  - Museums for America – **December 1, up to \$250,000**
  - Native American Library Services Basic Grant – **April, Non-competitive, up to \$10,000**
  - Native American/Native Hawaiian Museum Services Program – **December 1, up to \$75,000**

# NEH – National Endowment for the Humanities

- Funds organizations and projects that steward the historical record, do research and original scholarship in humanities and culture, and broaden access to the nation's cultural heritage.
- Grants available for digitization/preservation:
  - Preservation Assistance Grant – May 1, up to \$6,000
  - Humanities Collections & Reference Resources – July 19, up to \$350,000
  - Common Heritage - June, up to \$12,000

# NHPRC – National Historic Publications and Records Commission

- **Granting arm of the Library of Congress, supports access to America's historical records.**
- **Grants available for digitization/preservation:**
  - Access to Historical Records, Archival Projects – **December, up to \$100,000**
  - Access to Historical Records, Major Initiatives – **January (initial proposal), up to \$350,000 for collaborative projects**

# NEA & CLIR

- **NEA – National Endowment for the Arts**
  - **Funds grants that support artistic excellence, creativity, and innovation for the benefit of individuals and communities.**
  - **Art Works Museums –up to \$100,000**
- **CLIR – Council on Library and Information Resources**
  - **Independent non-profit that supports research and development in libraries, cultural heritage organizations and higher education.**
  - **Recordings At Risk – deadline February and June, up to \$50,000**
  - **Digitizing Hidden Special Collections and Archives – deadline TBA (April), up to \$250,000, or \$500,000 for collaborative projects**

# States!

- **SHRAB – State Historical Records Advisory Board**
  - Funds provided by the NHPRC
  - Grants administered at state level, so fund wide ranging activities
  - Some SHRAB's are more active than others...
- **LSTA – Library Services and Technology Act**
  - IMLS funded program – Grants to States
  - State Library Administrative Agencies must submit a 5 year plan for funding
  - Administered at state level, so fund wide ranging activities



# Locating Other Potential Funders

## The Foundation Center Directory Online

- The most complete information about all the large and small foundations across the country
- Many do not have a web presence – but you will find them here.
- The Directory is available by subscription
  - \$49.99 / month (Subscribe for 1 month's in-depth research.)

ALSO . . .

# Locating Other Potential Funders

The Foundation Center Directory Online also available for free:

- Grantspace.org's "Find Us": Check to see where the Foundation Center Directory Online is available for free at 400+ locations around the country.
- "Visualizing Funding for Libraries"

[Libraries.foundationcenter.org](http://Libraries.foundationcenter.org)

A new free listing of grants, funders, and organizations that received grants in your area.

- More basic info here – but a good place to start
- Created in partnership with DPLA

# Questions?

Thank  
You!

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