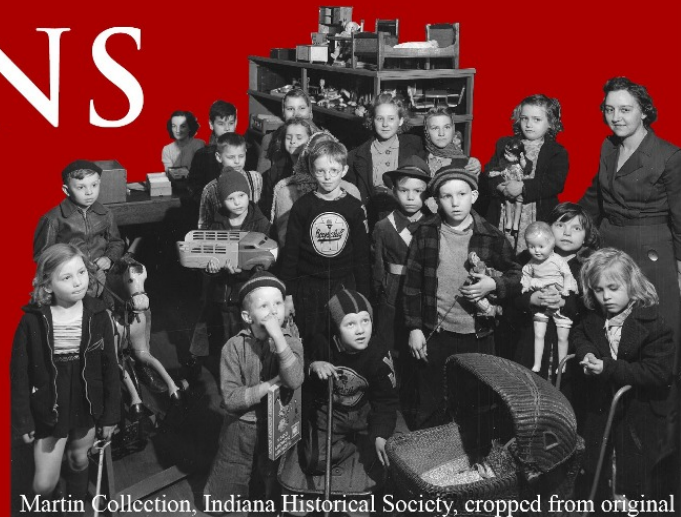


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COLLECTIONS

Advisor



Martin Collection, Indiana Historical Society, cropped from original

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An Outline for Writing a Grant for Collections Funding

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The goal of all grant writers – to have a grant maker fund your project!

1. Identify grant makers – corporate, private, community, national, local, statewide, governmental agency.

- a. Area community foundations
www.incommunityfoundations.org
- b. Foundation Center online directory
foundationcenter.org
- c. *Annual Register of Grant Support: A Directory of Funding Sources* – may be available at your local library or community foundation
- d. *Philanthropy In/Sight* – an online mapping tool of grant makers and recipients
www.philanthropyinsight.com
- e. Get involved or stay connected with professional organizations. These are a wealth of information for grant sources for your particular profession.

- f. Leverage your local connections. Partner with other organizations to develop strong projects and programs.
2. Research where they fund, what they fund, the grant makers' missions, and their particular funding interest.
 3. Research the grant application process.
 - a. Is the application online or should it be submitted as a hard copy?
 - b. Are there word or page limitations?
 - c. Should you submit a Letter of Intent or a full proposal?
 - d. What is the grant application deadline?
 4. Write the proposal.
 - a. Be informative and persuasive.
 - b. Personalize your summary statement in a manner which most closely reflects the mission of the grant maker.
 - c. Explain how the funding requested applies to your mission and how it fits into the strategic plan.
 - d. Convey to the lay person the nuances of your profession and the importance of your project to the community.
 - i. Don't be condescending.
 - ii. Assume the reviewer is educated but may not be an expert in your area.
 - iii. Be concise. Brevity is wit!
 - e. The grant application must include:
 - i. A description of the project requested
 1. Identify your project(s).
 2. Break the project into component parts.
 - a. Acquisition
 - b. Storage
 - c. Cataloging
 - d. Promotion
 - e. Insurance
 - f. Conservation/preservation
 - ii. The amount being requested from the grant maker

1. If this is the only funder for the project, provide a very good reason why this grant maker should be the only funder.

2. Identify which component part(s) of the project the grant maker would likely be funding.

- iii. The overall project budget should include

1. A realistic budget for the project

2. Information about contributions from other funders and agencies

- a. In-kind contributions
- b. Staff or facility support

- iv. Evaluation Plan - how you will know the project is successful or complete.

- v. Sustainability Plan – how you will continue the project after the grant has ended.

- vi. Recognition of grant maker – how you will acknowledge the grant maker's support of this project.

- f. Use caution when asking for:

- i. Funding for staffing

- ii. Funding for large capital projects

- iii. Multi-year projects

5. Know the reporting requirements.

- a. Keep good records so that you can provide the necessary information for the final report.

- b. Keep receipts and invoices.

- c. Keep copies of promotional and project materials.

- d. Take photographs of events or projects.

- e. Write the final report and submit it in a timely manner.

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