OBJECTIVES

- Cover basic components of mini grant application
- Clarify application questions
Heritage Support Grants

Mini Grants

• $500 - $4,999
• No cash match required
• 11 month grant cycle
• One-part process
GUIDELINES

Eligibility
- Be incorporated in the State of Indiana as 501(c)3 nonprofit corporation
- Reflect history as significant component of organizational mission and/or propose history-focused project
  - Interpret, present or otherwise disseminate historical narrative or information
- Annual budget of less than $300,000
- Friends groups

Funding priorities
- Collections stewardship
  - Storage, management, care and documentation
- Diversity, Equity, Access and Inclusion
  - Ensure diverse individuals fully participate in all aspects of work
- Sustainability
  - Sets the organization up for greater capacity to take important next steps
- Planning
  - Identify organizational objectives, assess organizational capacity
GRANT PORTAL

- Start application

WE DO HISTORY
INDIANA HISTORICAL SOCIETY

WELCOME TO THE HERITAGE SUPPORT GRANTS GRANTEE PORTAL

Start a Project Grant ($5,000 to $50,000)
Start a Mini Grant ($500 to $4,999)

While working on your proposal, it is recommended that you frequently “Save” your work using the button at the top of the page.

From this webpage, you can:
- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL
PROJECT DETAILS

• Project overview
  • Title
  • Request amount
  • Start/end dates

• Project team
  • Project manager and contact info
  • Grant application info
  • Project team members

PROJECT OVERVIEW

- Project Title: Test Title
  The total requested amount must be greater than $500 and should not exceed $4,999.
- Total Amount Requested: $1,000.00
- Project Start Date: 7/15/2020
- Project End Date: 6/30/2021

"PLEASE NOTE: All projects must start on or after the first day of the grant period (7/15/2020). Grants awarded in this cycle must be completed and fully expensed by the last day of the grant period (6/30/2021). Projects may be completed prior to the deadline."

PROJECT TEAM

- Project Manager Name/Title: Text
- Project Manager Contact Information: Text
- Name/Title of Grant Applicant (if different from project manager): Text
- Other Project Team Members:
PROJECT NARRATIVE

1. Project summary
2. Institutional readiness
3. Next steps
4. Partners
5. Building ownership
6. Fund management
PROJECT NARRATIVE

• Preview of project
• Abstract or executive summary
• Demonstrate:
  • Logical plan to address critical need
  • Resources to successfully compete project with grant funding
  • Fit within funding priorities and eligibility
PROJECT SUMMARY

• Logical and interconnected
• Impact should focus on benefit to community
INSTITUTIONAL READINESS

Right time, right place = success

- History/accomplishments
- Programming/activities
- Facilities
- Community engagement/base of support
- Qualifications of key people
- External assessments and training
Next Steps

• Fit with long-term goals
• Follow-up projects
• Ability to secure additional funding
Additional questions

- Co-sponsors and partners
- Building ownership
- Fund management
FUNDRAISING CAPACITY

- Primarily used for data collection
- Reviewers want to see ability to manage grants
- Answer to the best of your ability
ADDITIONAL DOCUMENTS

Required
- Operating budget
- Project budget
  - Using HSG template
- 501(c)(3) status letter
- Board list
- Friends groups

Optional, but highly recommended
- Supporting documents
- Up to 2 letters of support

To add a document, click the green + icon.
ORGANIZATIONAL BUDGET

- Help reviewers understand your organization
- Prove financial solvency
- Put proposed project into perspective
- Can be in your format of choice
**PROJECT BUDGET**

- HSG template required
- Detailed, tracked and changed
- Line item account of expenses and income
- Income
  - HSG funds
  - Other funding
- Expenses
  - Approved for direct costs only

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**HHS Heritage Support Grant Budget Template**

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<th>Organization Name:</th>
<th>Project Name:</th>
<th>Project Start Date:</th>
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**INCOME**

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**BALANCE**

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SUBMITTING

- Attached documents
- Share draft with colleague for editing
- Print final copy
- Submission on-time
THANK YOU!

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