





ON TODAY'S AGENDA

- ▶ The grant writing process
- ▶ The grant review process
- ▶ Types of grants
- ▶ Identifying funders





SO, YOU HAVE A GREAT IDEA...

- ▶ Be sure the project is a priority for your institution.
- ▶ Be sure the project fits the funder's criteria.
- ▶ Be sure your institution fits the funder's criteria.
- ▶ Allow 12 months from idea to funding.



THE GRANT WRITING PROCESS

- ▶ Develop your plan of work.
- ▶ Identify possible partners.
- ▶ Obtain management support.
- ▶ Research possible funders.
- ▶ Write the proposal.
- ▶ Have others read and edit your proposal
- ▶ Submit the proposal





WRITING THE PROPOSAL

Keep it simple!



GRANTS AND GRANT WRITING FOR COLLECTIONS

ELEMENTS OF A GRANT PROPOSAL

- ▶ Cover letter
- ▶ Executive summary
- ▶ About your institution
- ▶ Statement of need
- ▶ Project description
- ▶ Budget
- ▶ Appendices



MAKE A GOOD FIRST IMPRESSION!

Your cover letter



EXECUTIVE SUMMARY

- ▶ Limit to one page or less.
- ▶ Capture your reader's attention.
- ▶ Digest your entire proposal into one interesting, persuasive page.



STAFFING

- ▶ Staff
- ▶ Consultants
- ▶ Collaborators
- ▶ Volunteers



PROJECT MANAGEMENT

- ▶ Who is responsible for oversight of the project?
- ▶ What activities do you plan to meet your goals?
- ▶ What is your timeline?



BUDGET

- ▶ Reviewers often read first
- ▶ Requested information usually includes
 - ▶ Expense information
 - ▶ Income information
 - ▶ Budget narrative



TaxCredits.net



APPENDICES

- ▶ Organizational chart
- ▶ Financial information
- ▶ Resumes of key staff
- ▶ Lists of board members
- ▶ Timeline
- ▶ Organizational brochure
- ▶ Letters of support from community
- ▶ Letters of commitment from consultants





GRANTS AND GRANT WRITING FOR COLLECTIONS

CRITERIA FOR EVALUATING GRANT PROPOSALS

- ▶ Clarity
- ▶ Completeness
- ▶ Internal consistency
- ▶ External consistency
- ▶ Understanding of the problem and appropriateness of response



CRITERIA FOR EVALUATING GRANT PROPOSALS

- ▶ Capability to carry out proposed activities
- ▶ Responsiveness
- ▶ Efficiency and accountability
- ▶ Realism
- ▶ Need shown
- ▶ Sustainability



AFTER YOU GET THE GRANT

- ▶ Send thank you letters.
- ▶ Review the budget.
- ▶ Report at least annually.
- ▶ Publicize the grant.
- ▶ Look for additional funding.
- ▶ Remember to report to your funders!



IMLS MUSEUMS FOR AMERICA GRANTS

- ▶ \$5000-\$250,000
- ▶ No match for grants under \$25,000
- ▶ Funding for
 - ▶ Preventive conservation
 - ▶ Conservation treatment
 - ▶ Digitization



COLLECTIONS ASSESSMENT FOR PRESERVATION (CAP)

- ▶ Collections assessments plus building assessments for historic buildings
- ▶ Up to \$3900 per assessor covered by grant
- ▶ Institution pays balance
- ▶ Applications open in November, 2017. Apply early!



THE THC MAINTAINS A FREQUENTLY
UPDATED LIST OF GRANTS FOR
SMALL MUSEUMS.

<http://www.thc.texas.gov/preserve/projects-and-programs/museum-assistance/grants-funding>



- Tom Green County Library
- Burleson Public Library
- Center for Nonprofit Management
- Community Foundation of West Texas
- Temple Public Library
- Arlington Public Library
- University of Texas at Austin - Regional Foundation Library
- University of North Texas - Eagle Commons Library
- Dallas Public Library
- San Antonio Area Foundation

FUNDING INFORMATION NETWORK

Clearing house for private foundation information


