ON TODAY’S AGENDA

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

HOW DO YOU TACKLE A BIG PROJECT?

THE GRANT WRITING PROCESS
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!

EXECUTIVE SUMMARY

- Limit to one page or less.
- Capture your reader’s attention.
- Digest your entire proposal into one interesting, persuasive page.
GRANTS AND GRANT WRITING FOR COLLECTIONS

ABOUT YOUR INSTITUTION

- History and governing structure
- Primary activities
- Audience/users
- Services

DO NOT PRESENT AN UNSOLVABLE PROBLEM.

Statement of need
THE PROJECT NARRATIVE

- Scope
- Staffing
- Management
- Evaluation
- Sustainability

GOALS, OBJECTIVES AND ACTIVITIES
GRANTS AND GRANT WRITING FOR COLLECTIONS

STAFFING

- Staff
- Consultants
- Collaborators
- Volunteers

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PROJECT MANAGEMENT

- Who is responsible for oversight of the project?
- What activities do you plan to meet your goals?
- What is your timeline?
HOW DO WE KNOW THE PROJECT IS A SUCCESS?

Evaluation

Will your project need to continue after the grant funding ends?

What plans do you have for that funding?

» Development officer
» Capital campaign
» Additional funding resources
» Revenue stream from project
BUDGET

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

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
CRITERIA FOR EVALUATING GRANT PROPOSALS

- Clarity
- Completeness
- Internal consistency
- External consistency
- Understanding of the problem and appropriateness of response
GRANTS AND GRANT WRITING FOR COLLECTIONS

CRITERIA FOR EVALUATING GRANT PROPOSALS

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

GRANTS AND GRANT WRITING FOR COLLECTIONS

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!
IF YOU DON'T GET THE GRANT

• Don't take it personally.
• Send thank you notes.
• Make sure you understand why you didn't get funded.
• Find out if you can resubmit in the next cycle.

GOVERNMENT VS. PRIVATE FOUNDATIONS

TYPES OF FUNDERS
PRESERVATION ASSISTANCE GRANTS FOR SMALLER INSTITUTIONS

- Up to $6000
- Reserved for small and mid-sized institutions
- Funding for:
  - Preservation assessments and consultations
  - Purchase of storage furniture and preservation supplies
  - Environmental monitoring equipment
  - Staff training
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

FUNDING INFORMATION NETWORK

Clearing house for private foundation information
GRANTS AND GRANT WRITING FOR COLLECTIONS

GRANT FUNDING LIMITS

- Type of program funded
- Geographical area
- Minimum/maximum amount of funding

THANK YOU!

- Let's stay in touch!
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