

# Grant Writing for the Small Organization

Welcome!

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Morgan County Historical Society

Overview of the Historical Society grant.

# Getting Started

- Define the Problem – what do we need to do to improve our organization?
- Find the Grant - Institute of Museum and Library Services (IMLS) Government Grant Search, Grant Station Insider, Internet Search
- Make sure that your group understands what a grant is and how it functions - Important!

# Who Can Help?

- Check your community
- Retired Teachers, Librarians, Museum Personnel
- Others

# Writing the Grant

- Read sample applications - sometimes available through your grant source
- **Read** the grant requirements
- Are you a 501c3 organization? – Find the paperwork (not always as easy as you think!) Sometimes a DUNS number is required – can do free online through <http://fedgov.dnb.com/webform> A DUNS number is a unique nine digit identification number for physical location of your business.

# Writing the Grant, continued

- Telling/writing about your organization  
Location, community, population,  
businesses, overall economy and other  
relevant information.
- Sources for this information could be available  
through the Chamber of Commerce, Census  
Information, publications and brochures of  
your area, historical materials.

# Writing the Grant, continued

- Define the Problem – what you want to accomplish and the final outcome
- Be concise yet provide enough details that the reader (grantor) knows what you are talking about
- Complete EVERY part of the grant application – never skip anything thinking you have covered it under a different question. Remember that sometimes there are multiple readers of a grant and they may not have a complete copy of the application

# Writing the Grant, continued

- Budget – be aware of the budget as you write the grant. Make sure what you are wanting to do is covered by the grant. Example, can you purchase materials, hire staff, buy a computer?? Some grants are very restrictive in what you can do with your funds while others are specifically designed to address a problem and are fairly flexible on budget allocations.
- Grant Reader/Reviewer – have an “outside” reader review your grant for proper grammar, usage, content and addressing the problem. An outside reader could be the local high school English teacher.

# Receiving a Grant!!

- OOPS!! We got the grant – NOW WHAT??
- Plan early for the possibility of receiving the grant (but don't be disappointed if you don't – just keep trying)
- Identify who does what with the grant – oversees the work, implements the objectives, maintains records, writes the reports, handles the funds – this work can either be volunteer or paid positions.

GOOD LUCK!!

Questions??