



**Grant Writing:
How to Survive
the
Torture Chamber**



Why is grant writing *torture*?



I don't have time!

Budgets are terrifying!

Too much work!

Too many requirements!

They won't fund us anyway, so why try?

If we get the money, we'll have to do it!

Writing a grant is an opportunity
to figure out who you are,
what you want to do,
what you should do,
how much money it will take,
and how it will make a difference.

People don't give money to
organizations that *have* needs.

People give money to organizations
that *fulfill* needs and add
value to people's lives.

Enter the torture chamber...
and let's begin!



Here is a crisp \$20 bill.
You have 90 seconds to
write a proposal for
spending it for the
betterment of your
library.

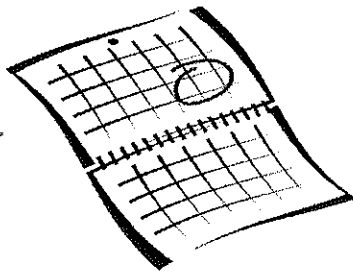
Do not sign your proposal.
The winner will be announced at the end of the session.
You must be present to win!



Was that torture
or what?!



Give yourself plenty of time.



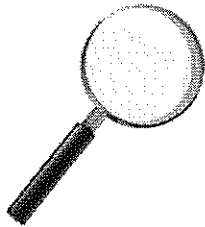
Before you write one word...
Do your homework!

Homework!

- Read the application carefully!
- Make sure the grant you are applying for is the right one!
- Ask for samples of successful applications.
- Research similar projects.
- Make sure you are eligible.
- Check the award information.
- Check the grant deadline!
- Find out how to submit the application.
- Register with grants.gov!

Find out which foundations have given grants in your region.

Where do you look for a grant?

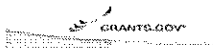




<http://www.imls.gov/index.shtml>

The Foundation Center

<http://foundationcenter.org/collections/ccoh.html>



<http://www.grants.gov>

Funding for Libraries and Museums

<http://www.technologygrantnews.com/grant-index-by-type/library-grants-funding.html>

The Ohio Humanities Council

<http://www.ohiohumanities.org>


American Library Association

<http://www.ala.org/ala/awardsgrants/index.cfm>




Research and Sponsored Programs

<http://www.wright.edu/research/>

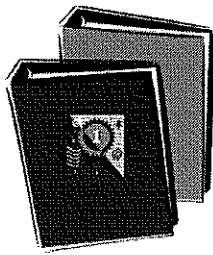

GRANTS.GOV™

- Applicant Resources
- Tutorials
- Register early!
- Get your DUN# (Data Universal Number System)
- Get your CCR# (Central Contractor Registration)
- Set up Username and Password
- <http://www.grants.gov/>

Read the current guidelines.



Collect sample successful grants to use as models.



Use the same terms in your proposal that the foundation used to describe what they will fund.

Get to know individuals who have worked with foundations to which you are applying.



Less is More!!!

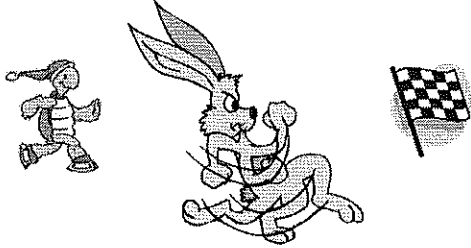


A catchy name will get you more attention.

Good writing should be easy to read and understand.

Mention others who have done similar projects.

Sustainability!



Don't get too ambitious!!



**Be realistic about what you can achieve,
and be able to measure it.**

**Demonstrate a connection to a major
regional or national issue.**

Present your proposal as a potential model for others to follow for similar projects.

Choose partners wisely.

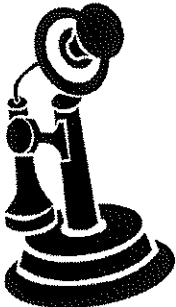
First time failure doesn't mean you can't try again!

Be careful what you ask for,
because you just might get it!


Don't go it alone!
Tap into resources for grant writing.

The Grantsmanship Center
<http://www.tgci.com>

Don't submit the exact same grant
to multiple funders at the same time.



Don't be afraid.....




to talk to the
granting agency.

All applications are not created equal!

The Application

- Project Narrative
- Project Summary
- Supplementary Materials
- Project Budget

Teamwork!



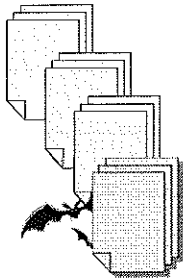
Project Narrative

- Organization's history, mission and goals.
- How does project further granting agency goals?
- Significance
- Audience
- Discovery and Use

Project Narrative...

- Evidence of planning
- Scope of Work
- Detailed description of project activities
- Current methodology
- Detailed plan of each stage of project
- People and resources

And all in 12 Pages!!



Project Summary

- Purposes and Goals of the Project
- Methods
- Summary of Plan of Work
- Products to be Completed
- Institutional Information
- Performance Objectives



Supplementary Materials

- Résumés
- Position Descriptions
- Institution's Mission and Goals
- Institution's Policies
- Detailed Work Plan Charts
- Examples of work you have done before.
- Letters of Support from Partners

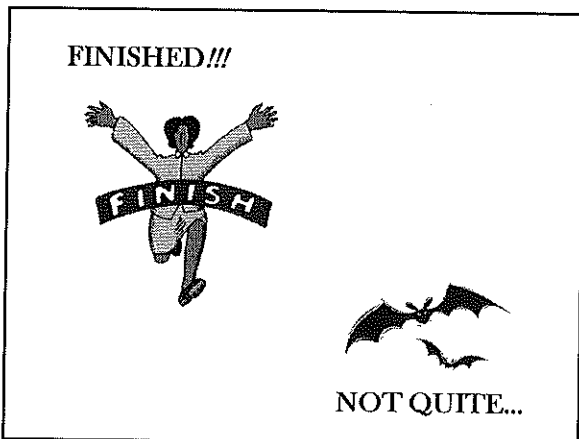
Project Budget

- Grant Funds
- Cost Share
- Budget Form
- Budget Narrative






What in the world is an indirect cost?



**Review and Edit
Before you Submit!**

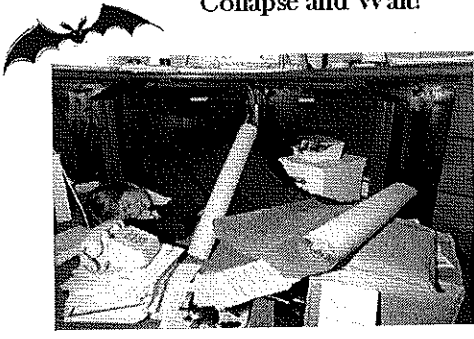
- Review grant guidelines.
- Read it again.
- Have someone else read it.
- Find a good editor.
- Revise as many times as it takes.
- Double check budget figures.
- Check page length; number pages.
- Table of Contents

Finish Line

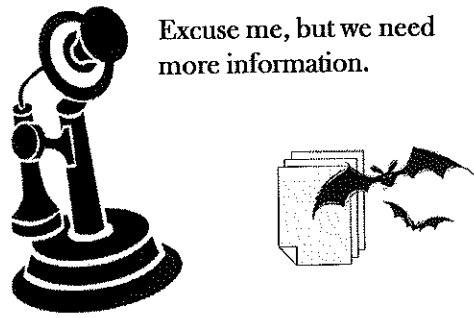


- Convert all pages to pdf format.
- Log on to grants.gov
- Enter all documents in correct places.
- Attach supplementary materials.
- Save!
- Submit!

Collapse and Wait!



Excuse me, but we need more information.



More waiting... and then the results.

- Notified by mail.
- Telephone call.
- Reviews are included with notification.
- Celebrate success and get to work!
- Learn from mistakes and try again!

Things to Remember

- Grant agencies want you to call and ask questions.
- Submit a draft - it's well worth it!
- You have competition
- Take advantage of other's expertise!
- Don't give up if you get turned down.
- Practice makes perfect!

Quick Paths to Non-Funding

- Choose the wrong announcement.
- Fail to show relevance
- Fail to show management support
- Be vague about goals
- Submit an including-the-kitchen-sink proposal

More Self-inflicted Fatal Injuries

- Fail to do basic homework
- Fail to show support from a user community
- Fail to show that project will stay afloat after grant funding ceases
- Submit a sloppy budget

So how do you make grant writing less

scary?

Find out if the granting agency will
accept drafts and what the
deadline is.

Take advantage of their offer!

- Plan ahead.
- Don't wait until the last minute.
- You can't write a grant the night before it's due.

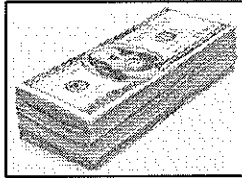
The earlier you start,
the less **SCARY** it will be!!!

It's not too early to be thinking about submitting grant proposals in 2012.



And the winner is:

_____!



WHAT THIS AWARD JUST TAUGHT US

- Grant-writing too often happens at the last minute with not enough time for polishing.
- You can write a really great proposal and still not be funded because there isn't enough money to fund all worthy projects.
- You will definitely *not* be funded if you don't apply in the first place!



Grant Writing is
Not Torture!
It's an Opportunity!
