Tips for Grant Writing

Amy Steffian, Alutiiq Museum / Museums Alaska board

Getting Started

- Consider evidence of need
 - Museum planning
 - Community feedback
 - Professional standards
- Consider professional reviews
 - MAP Museum Assessment Program
 - CAP Conservation Assessment Program
 - NEH Grants to Small Museums
 - Grant-in-Aid
 - Collections Management Fund



Budget

- Be specific itemize
- Model costs
- Use reasonable prices
- o Include EVERYTHING!
 - In kind support
 - Shipping
 - Overhead / Indirect
- Follow guidelines carefully

Great place to start.



Budget Narrative



START WITH A

SUMMARY OF

PROJECT FINANCING.





USE SECTIONS MATCHING FUNDER'S.



IN EACH SECTION, IDENTIFY REQUESTED VS. IN KIND.



SHOW A
CALCULATION FOR
EACH COST.

EXAMPLE CALCULATIONS:

- Exhibit Designer: 40 hours @ \$120 per hour = \$4,800
- Airfare: Seattle/Anch. RT, @ \$590, + 2 bags @ \$40 ea. = \$670
- Archival File Folders: 4 packs of 25 @ \$11.50 ea. = \$46.00

Activity	Staff	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Distribute Press release	СС								
Order Supplies	СМ	12.8				= 1			10
Build Bookcases	CS, V				111				
Post to Social Media	СС								
Inventory and Store Library Collection	CS								
Inventory and Store Archival Collection	CS			Н	PP -1				
Write and Distribute Newsletter Article	СС		123		men				
Develop Finding Aid	CS, CM				100				
Post Inventory and Finding Aids to AMAR Website	СС								
Complete Grant Reporting	СМ					-17	3		

Schedule

- Use a graphic
- Include all major steps and people
- Introduce graphic with a short overview

Narrative

- Answer questions completely with detail –
 e.g., how many items will be cared for?
- Avoid repetition reference previous sections.
- Write simply avoid jargon, citations, technical language

Be concise but detailed.





Attachments

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OBVIOUS:

- Resumes
- Price Quotes
- Letters of Commitment
- Support Letters

LESS OBVIOUS:

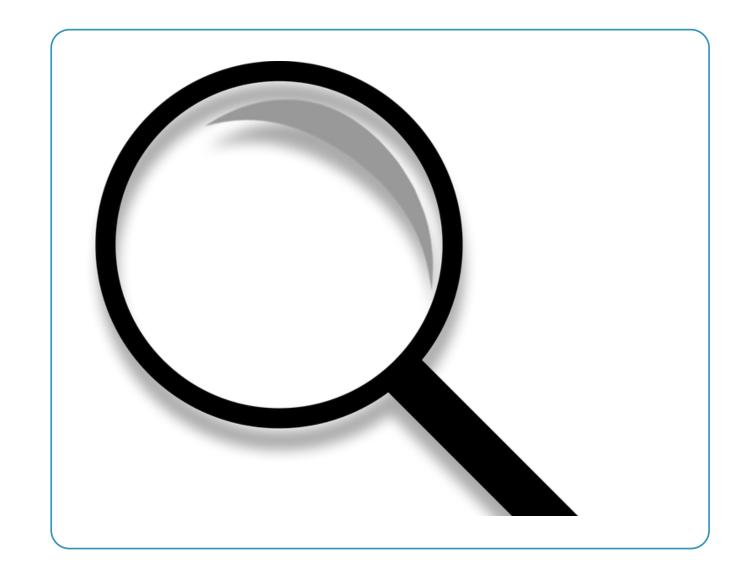
- Planning Highlights
- Committee Minutes
- Photos of Need

Review

• Share with a colleague.

O Use funder review opportunities.

O Print online application to see how it looks and make adjustments.



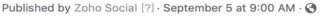
Stewardship

- Promote your award
 - Social Media, Website, Newsletter, Press
- Reread grant and follow promises
- Add reporting to your calendar
- Communicate with grantors

Communicate.

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Success! With a \$56,462 grant from the National Science Foundation the museum will find and study Alutiig vocabulary preserved in historic texts. Elder Alutiiq speakers will assist with interpretation.

Learn more: https://alutiiqmuseum.org/.../1647-national-sciencefoundatio...



Get More Likes, Comments and Shares Boost this post for \$30 to reach up to 6,400 people.

4,891

People Reached

771

Engagements

Boost Post



Good Luck!

Remember – your proposal reflects on your organization and its ability to complete the proposed project. It can build or under cut confidence in a funder.