

Tips for Grant Writing

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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



Match project and opportunity carefully.

Budget

- Be specific – itemize
- Model costs
- Use reasonable prices
- 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	CC								
Order Supplies	CM								
Build Bookcases	CS, V								
Post to Social Media	CC								
Inventory and Store Library Collection	CS								
Inventory and Store Archival Collection	CS								
Write and Distribute Newsletter Article	CC								
Develop Finding Aid	CS, CM								
Post Inventory and Finding Aids to AMAR Website	CC								
Complete Grant Reporting	CM								

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

OBVIOUS:

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

LESS OBVIOUS:

- Planning Highlights
- Committee Minutes
- Photos of Need

Review

- Share with a colleague.
- Use funder review opportunities.
- 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.

Museums Alaska Annual Conference 2019



Alutiiq Museum
Published by Zoho Social [?] · September 5 at 9:00 AM · 🌐

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

Learn more: <https://alutiiqmuseum.org/.../1647-national-science-fundatio...>



Alutiiq MUSEUM
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4,891
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771
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13 Comments 33 Shares

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.