# 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



## Budget

- o 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			<b>15</b> Fi
Build Bookcases	CS, V				111				
Post to Social Media	СС					-49			
Inventory and Store Library Collection	CS							3	
Inventory and Store Archival Collection	CS				<b>**</b> - 1				1
Write and Distribute Newsletter Article	СС		123		men				
Develop Finding Aid	CS, CM		le al		100				
Post Inventory and Finding Aids to AMAR Website	СС		1						
Complete Grant Reporting	СМ					-11			

#### 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:

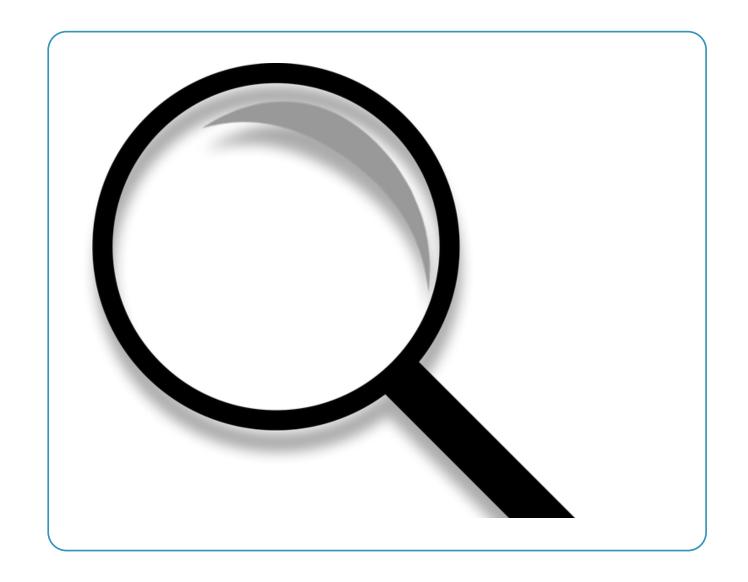
- Planning Highlights
- Committee Minutes
- Photos of Need

#### 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...



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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.