

# 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

Museums Alaska Annual Conference 2019

## 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-foundation...>





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People Reached

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   191

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.