

HERITAGE SUPPORT GRANTS



Fundraising Workshop – Grant Overview

GRANT APPLICATION



Grant application

- Evidence of Need
- Institutional Readiness
- Project Logic*
- Implementation
- Sustainability
- Budget*

*These topics are covered in separate sections

Evidence of Need

(A.K.A. Statement of Need, Statement of Opportunity, Problem Statement)

- Define the situation you will address
- Describe nature and extent of problem
- Explain cause and effect
- Use facts and evidence to support
- Don't make assumptions about audience knowledge
- Offer convincing solutions (don't be overly negative)

Institutional Readiness

Consider:

- History
- Accomplishments
- Programming/activities
- Facilities
- Base of support
- Community engagement
- Qualifications of key people
- External assessments and training

Implementation

- Process and plan development
- Defines critical steps in project
- Illustrates how the project will be accomplished
- Outlines responsibilities of project team members
- Sets deadlines

Sustainability

- Describe how project fits into long-term goals
- Explain how outputs produced during grant will contribute
- Highlight logical next steps
- Identify how you will acquire resources to continue momentum of project (replacement funding)
- Describe how project will increase ability to attract and diversify future funders

Attachments

- (Annual operating budget)
- (Project budget)
- Board list with affiliations
- Confirmation of non-profit status
- Up to two (2) supporting documents
- Up to two (2) letters of support
- Requested project-specific documents

PRIORITY PROJECT ACTIVITY



Prioritizing projects

- Brainstorm your “Sky’s the Limit” projects
- To make your dreams a reality, do you need more:
 - Time?
 - Money?
 - People?
- Rank top three *realistic* projects that could be grant-funded.

Prioritizing projects

- Do these projects:
 - Address collections stewardship? (CS)
 - Build capacity for your organization? (BC)
 - Propose something innovative? (IN)
 - Require collaboration outside your organization? (CO)
- Are there any projects that don't require money to accomplish? What are your obstacles?
- Do you have “wish list” projects that are not realistic right now? What would have to happen to make them more realistic?