

GRANT APPLICATIONS





Part1: Summary of Proposal

- Mission
- History
- Project Summary
- Institutional Readiness
- Fundraising questions



Indiana Historical Society

Project Summary

- Preview of project
- Abstract or executive summary
- Need  Solution  Results
- Update before full proposal submission

Institutional Readiness

Right time, right place = success

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

Next Steps (Mini grant only)

- Fit with long-term goals
- Follow-up projects
- Ability to secure additional funding

Fundraising questions

- Used for IHS data collection
- Sets baseline
- Metrics to measure impact



Indiana Historical Society

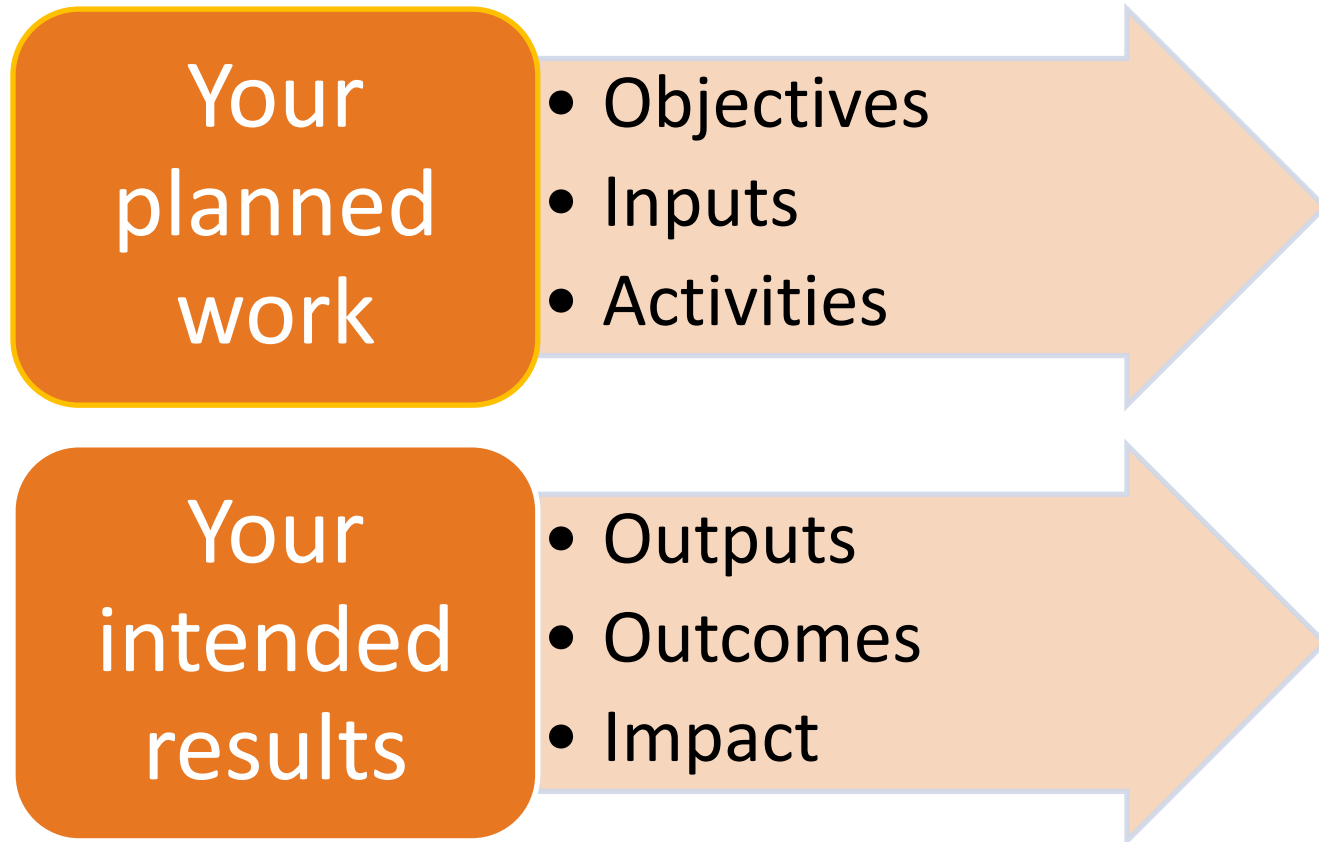
Part 2: Full Proposal

- Evidence of Need
- Project Logic
- Implementation
- Evaluation
- Sustainability
- Attachments
- Budget

Evidence of Need

- Define situation/problem
- Provide context
- Explain cause and effect
- Use facts and evidence to support
- Write for audience of one

Project logic



Implementation

- Process and plan development
- Illustrate how project will be accomplished
- Outline project team responsibilities
- Set timeline and define critical project milestones (outcome indicators)

Task	Assigned to	Due	Cost	Notes

Evaluation

- Continuous feedback to improve
- Priorities:
 1. What do you need to know to make decisions?
 2. How can you best collect and understand info?
- Many types of evaluation
 - Process-based
 - Goals-based
 - Outcomes-based

Sustainability

- Fit with long-term goals
- How outputs will contribute
- Highlight logical next steps
- Continued momentum
- Increased ability to attract and diversify funding

Attachments

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