



# Grants 101

Valerie Kimble for CATS  
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# What is grant writing about?

Anxiety



Focus



# ➡ Project ⬅

- Program or Materials
- Need
- Audience
- Outcome(s) or benefit derived
- Deadline
- Who you are/your library/your geographic/demographic area
- Partners, if any
- Replication of a successful project, any differences, or something new
- Support of supervisor/director/trustees or principal/superintendent/school board



## Help and guidance is readily available...

- Workshops
- Internet
- Books and articles
- Ask a colleague

# Steps in the Grant Process



# Step 1: Research

- Grants available
- Grant sponsors' mission/categories/service area
- Grant guidelines and evaluation requirements
- Grant timeline
- Support of this project in the literature – Pick facts & translate them for your audience

## Step 2: Contacts

### External

- Call the grantor with questions
- Coordinate with any community partners
- Request letters of support

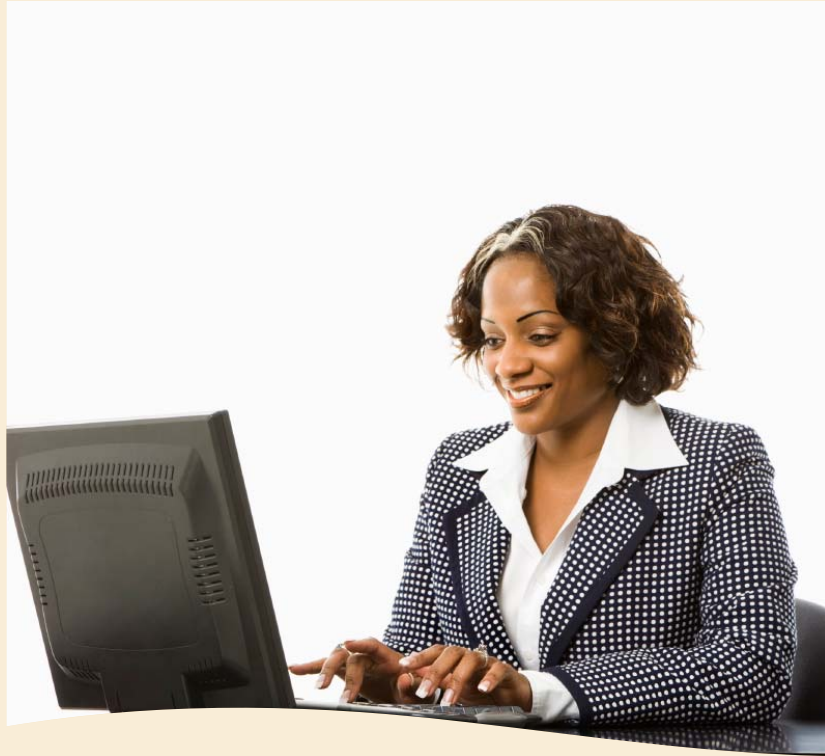
### Internal

- Enlist help from colleagues
- Keep supervisor informed
- Explore record-keeping requirements

*Fundraising is friend-raising: Work together toward a goal.*

--Marcos Valdez, Americans for the Arts





## Step 3: Writing

- Allow plenty of time
- Follow the instructions **exactly**
- Write clearly, concisely, use facts and research—word count
- Answer questions completely—Know who you are & don't assume they know anything about libraries
- Some redundancy is acceptable
- Share your passion – No complaining!
- Don't be afraid to ask for what you need
- Get others to read and critique



# Identify Your Outcomes

## Project Goal – Organization Endpoint

- Example: The goal of this project is to establish an early literacy program at XYZ Public Library to serve young children aged 0-4 years.

## Project Outcome - Change in Customers' Knowledge or Behavior; Consequences


- Example: As a result of this early literacy project, parents' and caregivers' knowledge of early literacy skills and the frequency that they read to their young children aged 0-4 years will be increased.

# Success!



- Acknowledge receipt with thanks
- Complete contracts and reports by the deadlines
- Spend the money as outlined
- Get permission to make changes
- Keep detailed records, evaluations, photos, invoices/receipts, newspaper clippings, all advertising, record stories & testimonials

## If you don't succeed...

- Don't despair & don't be offended
  - Thank them, you are building a relationship
  - Find out what you could have done better
  - Try again
- 

It's worth it.



Not for this...



But for this...

*Good luck!*



"Anyone Can Write a Grant"

## Need more training?

*Free* from Demco:

[http://ideas.demco.com/webinar/anyone-can-write-grant/?sp\\_rid=MTMoMzYxOTYxNzczSo&sp\\_mid=48383874&spMailingID=48383874&spUserID=MTMoMzYxOTYxNzczSo&spJobID=660658609&spReportId=NjYwNjU4NjA5So](http://ideas.demco.com/webinar/anyone-can-write-grant/?sp_rid=MTMoMzYxOTYxNzczSo&sp_mid=48383874&spMailingID=48383874&spUserID=MTMoMzYxOTYxNzczSo&spJobID=660658609&spReportId=NjYwNjU4NjA5So)



## Questions?

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