



Grant Writing 101

So you want to get a grant...



What You'll Need

Many hands make light work!

- Project Manager/Grant Writer
 - Leadership Support
 - Subject Matter Experts
 - Organizational Documents
 - Financial Tracking
 - Identified Need
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Looking for Grants

Corporations and Civic Groups

- Prioritize local companies
- Utilize organizational connections

Foundations

- [Chorus Connection Database](#) - not just for choruses!
- [Foundation Directory Online](#) (Candid)

Government

- State and/or County Arts Council
- City Arts & Culture Departments
- Councilmember Allocation

Reconnaissance

- Peer Research
- Google!

Make a List!

Things to Consider:

- ❑ Eligibility Requirements
- ❑ Competitiveness
- ❑ Program Alignment

Review Opportunities with Leadership

- Project Metrics and Budget Requirements
- Program Timing/Grant Term
- Reporting Requirements

Calendar and Plan

Writing the Grant

This is where the fun begins!

- Review application and requirements for any surprises
- Make list of required documents
- Project Manager/Grant Writer creates working draft
- Request information and/or documents from Subject Matter Experts
 - Finance
 - Event Coordinator
 - Artistic Director
 - Marketing
- Write!
 - Create and use Boilerplate info
 - Use formatting for clarity
 - Answer *the question they ask*
 - Focus on the “Why”
- Compile, Review, Edit, Submit

Success!

Post-Award Tracking and Reporting

- ★ Celebrate!
 - ★ Calendar reports
 - ★ Metrics tracking
 - ★ Financial tracking
 - ★ Funder stewardship
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Q & A

More questions? I can help!

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