Grant Writing Tips & Tricks for Library Staff

Additional Resources and Links:

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Where to find grants?

- IHLS Website: https://www.illinoisheartland.org/services/grants
- Demco Grants Database: https://www.demco.com/services/free-grant-search
- Library Grants Blog**:** https://librarygrants.blogspot.com/
- Philanthropy News Digest: https://philanthropynewsdigest.org/rfps/(search)
- Grants.gov: https://grants.gov/search-grants

The Writing Process

- Sample Project Process Form (attached – pg. 2)
- Kick-off Meeting Agenda (attached – pg. 3)
- Budget Examples: https://www.instrumentl.com/blog/grant-budget-examples

Tips

- Storytelling and Data Example:
  https://www.ala.org/sites/default/files/united/content/products_services/booksforbabies/toolkit/getting_grants_book.pdf

Project Name (or working title):

(Please also describe the project in one sentence below.)

Ideal Start Date:

Project Team:

- Project Manager:
- Team Members:

Deliverables (end product):

- List anything there that will be needed for the project/program (think about equipment, documents like instructions, flyers, record-keeping, people needs, etc.)

Target Population/Audience: (who will benefit most from this project?)

- Try to be specific – which patrons will benefit most or if all patrons will benefit what is special about your patrons (are you in a rural area? do you serve many homebound patrons? is your population underserved?)

Project Background and Description (the reason why):

Project Scope – Desired Components:

How many people do we hope to serve?

What internal resources do we have to support this project?

What external resources would we need?

How long will it take to get the project/program set up and how long will it last?

Anticipated Expenses:

Your best estimate, think "*we will need between $5,000 and $8,000 to fund this project/program*"

Implementation Plan:

This is where you want to list next steps.

What do you hope to accomplish once the project has been implemented? (End goals):

Notes/Changes:

Date & Time:
Host:

Attendees:

Project Title (or working title):

Project Overview
- General Info about grant and how your project fits with the opportunity

- Overview of timeline for the project (are you applying for a one-year or two-year grant?)

- Required materials

Questions (from read through of NOFO)
- Staffing needs for project? Will grant cover salaries or contract fees?
- What extras will be needed? (i.e. letters of support, organizational information, annual report or operating budgets?)
- Community partner possibilities?
- Grant period? Estimated Timeline? (i.e. One, two, or, three year grant period?)

Project Narrative Requirements
- Overview
- Performance Objectives
- Plan of Work
- Project Products
- Personnel Qualifications

Tentative Schedule
- Include upcoming meetings
- Deadlines to complete various components
- Draft deadlines
- Final submission deadline

Wrap Up
- Agree on the next meeting date and time
- Follow up by sending notes that list expectations and the timeline to all participants