

## GRANT WRITING

### Finding Grants (Foundations and Corporations)

#### 1. Utilize search engines (Google, Yahoo, Bing etc.)

Topics:

- Arts
- Music
- Women's
- Geography – Stay local

Get creative! Other ideas?

#### 2. Sign up for email alerts

Although many sites require a paid subscription, there are a few free services that will send weekly emails with new grant opportunities:

*Foundation Center:*

<http://foundationcenter.org/newsletters/>

Much of Foundation Center requires a paid subscription, but they have a few free e-newsletters

- Check the box labeled "Arts" to receive a monthly e-newsletter with arts-related grant opportunities

*Grant Siren:*

<http://www.grantwriters.net/grant-siren.php>

- Complete a brief survey
- Select topics:
  - Arts Organization
  - Women's Issues

Can get weekly alerts by email and/or text

*Grant Gopher:*

<https://www.grantgopher.com/services.aspx>

- Register with username, password
- Grant Gopher also offers a more in-depth service with a paid subscription, so be sure you know what you're signing up for
  - You can bypass the paid option
- When you get the newsletter by email, you must read through the opportunities to determine what may be a good match

## Writing Grant Proposals

### **Application**

- Online vs. Hard copy
  - Most foundations now have a web-based application that allows applicant to either submit their proposals online or send it electronically via email
  - A few foundations still require hard-copy submissions via mail
    - If this is the case, be sure to leave a few extra days for delivery (in particular, if it must be received and not postmarked by the due date)
- Some foundations use a standard application, but most have their own individual applications that are tailored to their own interests
- Read the entire application before you begin
- Answer every question – Do not skip over anything
  - If something does not apply to your organization, use “N/A” or “Not applicable”

### **Important Pieces of a Grant Proposal**

*(The following may or may not be asked – but it's still important to keep these in mind as you are completing the application)*

1. Problem Statement  
(What can be addressed with funding?)
2. Program/ Project for which Funds are Being Requested  
(What is your solution to the problem?)
3. Measurable Objectives  
(What specific goals will be met?)
4. Budget  
(How will the money be spent?)  
- The application may or may not require a narrative to explain each line item

## **Reminders**

- Know the deadline!
- Do your homework on the funder (For example: What size grants have they awarded in the past? Who were the recipients of their funds?)
- Make sure you fit the foundation's eligibility guidelines
- Be realistic with regards to what type of request will be funded
  - For example: The foundation may not provide funds for contest registration or travel, but it may provide funds for education (coaching), show expenses, costumes, etc.)
  - Even if these things are already in your chorus budget, by obtaining grant funds, you can offset other costs

## **Helpful Hints**

- Try to make a personal connection with someone at the foundation (unless this is specifically disallowed)
- Before submitting your proposal, make sure all of the required paperwork is included (Most common: 501(c)3 IRS determination letter, copy of annual budget)
- The foundation may have a "scoring" system for proposals – This will give you an idea of how much each piece of the proposal is weighted in consideration of awards
- Be specific and succinct – There is generally no need to supply extraneous items (such as a show program, CD, brochure) unless the foundation specifically requests it
- Have someone else read your proposal before you submit it
  - Sometimes, it is helpful to have someone who is not in the chorus read through it to ensure that it makes sense to a reader who is not as familiar with the organization
- Grow thick skin – Grants are highly competitive
  - If your proposal is not funded, ask for feedback on your application (some will give it) and then use it to improve your next application
- If your proposal is funded, follow up with reports as needed