Keys to Successful Grant Writing

NJLA Annual Conference
April 21, 2015
Long Branch, NJ

Preserving Local History

Sarah Hull - Plainfield Public Library

- Summarize Needs
- Plan of Action Detailing Priorities
- Self-Survey (NEDCC)
- *Caucus Archival Projects Evaluation Service* (CAPES) Survey

Preservation Survey

- Guidelines
- Types of Support
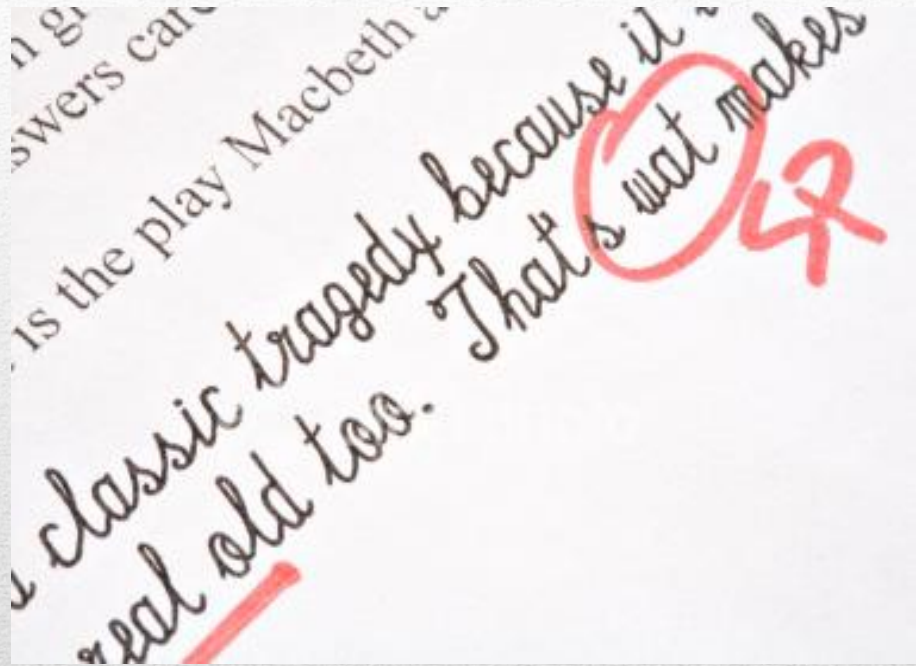- Types of Projects
- Matching Support

Know Your Funders

- Use Understandable Language
- Illustrate Your Narrative
- Use Charts When Necessary
- Follow Application Format

Satisfy Your Readers

- Spelling & Grammar
- Content & Context
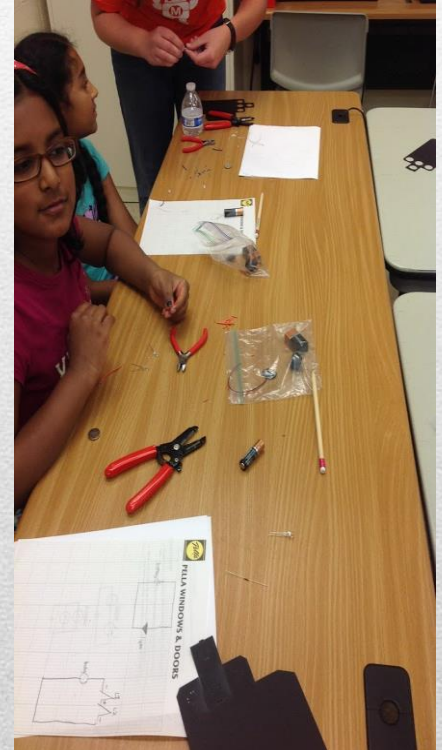- Readability

Proof Read x 3

Successful Grants
In Three Acts

Doug Baldwin - Piscataway Public Library
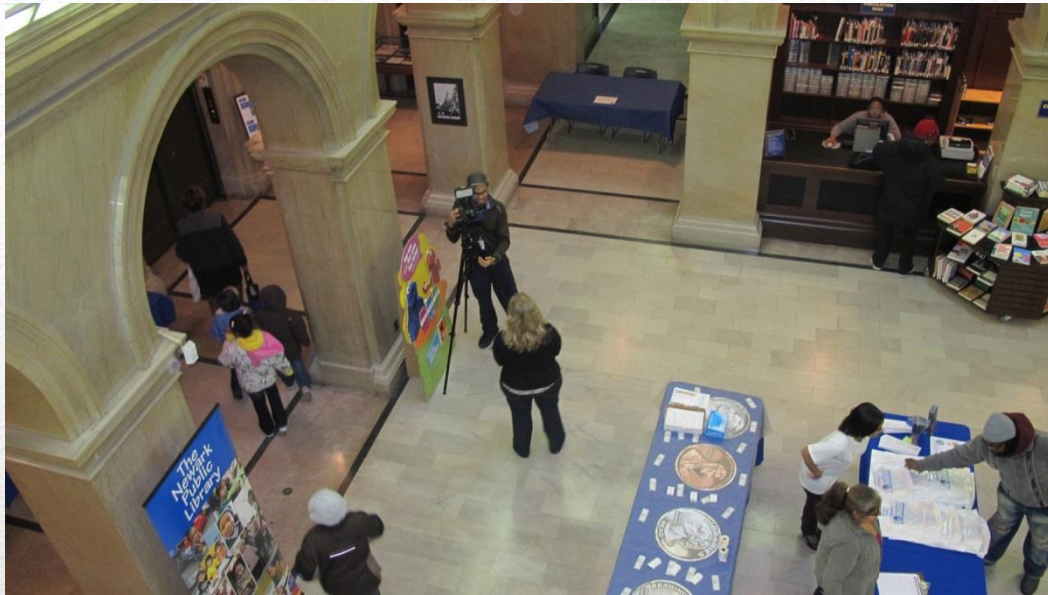
Act I - "Smart Investing@Your Library

Act II - "Making the Future"

![Cognizant logo] Cognizant

Act III - "Walmart Community Grant"

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- Which Comes First: Project or Funder?
- Brainstorm project ideas.
- Calendar grant opportunities.
- Look to match project to appropriate funder.

Which Comes First?

- Many funders encourage contacting a program officer. (Some require letter of intent.)
- Say THANK YOU in formal and informal ways.
- Stay in touch. Invite funder to events. Ask to quote them in press release.
- Ask for advice.
- Use corporate volunteers.

Relationship Building

- How can more than one location benefit?
- Involve staff in planning and project development.
- Consistent branding and signage.
- Local flavor.
- Listen to feedback!

Library System

- Strengthen proposals.
- Many funders encourage partnerships. (Capacity Building)
- Informal or Formal? Do you need an MOU?
- Audience development.
- Volunteers.
- Help with PR.
- Get advice and expertise.
- Be open to future opportunities.

Partnerships

- Great to demonstrate in your proposal.
- Take your show on the road.
- Beyond just good PR.
- Deliver program to classrooms, participate in community events, present at other organizations.

Outreach

- Does funder require a survey?
- Collect quotes and photos.
- Use in follow up PR and in reports.
- Most important: use in your next proposal!

Document Success!