



# GRANT WRITING TIPS AND RECOMMENDATIONS

Office of the City Manager

## Cultural Heritage Board

Agenda Item: 5

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## WHY WRITE GRANTS?

1. Large projects may need multiple funding sources.
2. Great projects/programs may not get funded under tight local budgets.
3. Partnerships between the City and Grantors are important.
4. Allows for Innovation and/or “Niche” Programs.
5. Can Support Some Administrative Capacity.



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## OVERARCHING QUESTIONS...

1. Is the Grant right for the project?
2. Does the organization have the capacity to administer funding (corporate structure, staff, insurance)?
3. Is the proposed project/program ready for "prime time"?
4. Have you thought about the details of implementation?
5. Is the funding amount sufficient?
6. Can you meet the terms of the grant?
  - a) Deliverables, timelines, reporting, auditing, etc.



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## WHAT IS NEEDED?

1. *Planning! Planning! Planning!*
  - a) Know federal, state, local grantors and the cycle on which they grant funds;
  - b) Have projects in an advanced development stage;
  - c) Identify match funds (soft/hard) if needed;
  - d) Know your local partners and their capacities;
  - e) Make sure that your local plans are updated;
  - f) Make sure that approvals are in place.
  - g) Public outreach and public support.
  - h) *Be ready to go...*



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## THE PROJECT...

### 1. Hard Construction:

- a. What's the purpose?
- b. Who owns?
- c. What's the scope?
  - i. *Can the Grant fund this?*
- d. Accurate cost estimates?
  - i. *Costs rise quickly over time!*
- e. What are needed specialties?
- f. Permits?
- g. Is there match?
- h. What are timelines?
  - i. *Can you meet them?*

### 1. Soft Projects:

- a. What do you want to accomplish?
- b. Who is the audience?
- c. How many people do you expect to serve?
- d. Is the mechanism for implementation right?
- e. How does it serve greater planning/purpose?



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## GET A GRANT WRITER! BUT...

1. Does the grant writer have specific experience?
  - a) Types of grants;
  - b) With the grantor;
  - c) Staffing with past experience.
2. Does the Proposal knowledgably address your needs?
3. Is the fee appropriate (and can you afford it)?
4. Can timelines be met?
5. The intangibles of, "Professionalism..."



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## THE GRANT APPLICATION (TIPS!)

1. Grant reviewers won't be familiar with your project. Give them what they need.
2. Be clear. Read the grant questions and answer thoroughly (Seriously!). Answer everything and all parts!
3. Connect the project and the budget.
4. Longer is not always better.
5. Be realistic about timelines. Remember reporting/close.
6. Use photos and facts to convey a message.



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## GRANT AWARD AND AFTERWARD...

1. *Congrats! Now, the hard part...*
2. Grant administration is key. Meet your objectives.
3. Have your, "ducks in a row".
4. Communicate with the Grantor.
5. Complete reporting and close-out.
6. Leave your relationship with the Grantor in a good place.
7. Prepare to apply again.



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## HISTORIC PRESERVATION RESOURCES

### Preservation grants sources include:

1. National Park Service - <https://www.nps.gov/subjects/historicpreservationfund/project-grants.htm>
2. Certified Local Government Program - [https://ohp.parks.ca.gov/?page\\_id=24493](https://ohp.parks.ca.gov/?page_id=24493)
3. National Trust for Historic Preservation - <https://savingplaces.org/grants>
4. National Fund for Sacred Places - <https://www.fundforsacredplaces.org/apply>
5. Private Entity
  - a) Getty Foundation <https://www.getty.edu/foundation/initiatives/current>
  - b) Graham Foundation [http://www.grahamfoundation.org/grant\\_programs/?mode=organization](http://www.grahamfoundation.org/grant_programs/?mode=organization)



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## QUESTIONS?

*Thanks!*

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