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
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

- 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
  - Artistic Director
  - Event Coordinator
  - Marketing
- Write!
  - Create and use Boilerplate info
  - Answer *the question they ask*
  - Use formatting for clarity
  - Focus on the “Why”
- Compile, Review, Edit, Submit

This is where the fun begins!
Success!

Post-Award Tracking and Reporting

★ Celebrate!
★ Calendar reports
★ Metrics tracking
★ Financial tracking
★ Funder stewardship
More questions? I can help!

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