

## Chapter 16

### Grant Sources

There are a number of sources of grants. The following list is a sampling of available grant sources and includes both public and private sources for funding.

#### **LOCAL**

**Public Service/Social Organizations** (Kiwanis, Lions Club, Rotary, etc.)

**Local Businesses** (banks, real estate brokers, etc.)

#### **Local Government**

##### **Community Foundations**

Many counties in Indiana have a community foundation that collects and invests money for local agencies and returns the interest earned to the local agencies. The Indiana Grantmakers Alliance offers a handy tool for locating community foundations in the state on its web site, <http://www.indianagrantmakers.org/locator/>.

##### **Convention and Visitor Bureaus**

The Indiana Economic Development Corporation web site <http://www.in.gov/iedc/96.htm> provides links to chambers of commerce and convention and visitors bureaus within the state.

#### **STATE**

##### **Indiana State Library**

<http://www.IN.gov/library/lsta>

LSTA mini-grants are available each year. LSTA stands for Library Services and Technology Act. This is a federal grant program administered by the Institute of Museum and Library Services (IMLS) and distributes funds to Indiana through the Indiana State Library. These funds are used for statewide projects as well as competitive grant opportunities for individual libraries and collaborations. Grant programs vary, but generally include technology, digitization, diversity, and literacy initiatives. Check our website for current grant opportunities. Public libraries and schools must certify they are CIPA compliant for LSTA grants.

##### **Indiana Humanities Council**

<http://www.indianahumanities.org/grants/index.htm>

Humanities Initiative Grants may be used for any public or school humanities program planned and implemented with the expertise of a humanities scholar. Eligible projects

include town hall meetings, panels, workshops, lectures, reading and discussion programs, film discussion programs, festivals, and production of humanities resources.

### **Community Development Block Grants**

<http://www.IN.gov/ocra/2375.htm>

These grants for construction come from the Indiana Office of Community and Rural Affairs. Indiana requests federal funds to help rural communities with a variety of projects such as sewer and water systems, community centers, health and safety programs, and many others. These funds help communities improve their quality of life and ensure the health and safety of their citizens. A public library cannot apply for a Community Focus grant, but a town can apply on a public library's behalf.

## **FEDERAL**

### **Institute for Museum and Library Services (IMLS)**

<http://www.imls.gov/applicants/applicants.shtm>

The Institute of Museum and Library Services mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

IMLS provides step-by-step assistance for grant applicants. Applicants can download a guidebook for 2010 grants or search for a grant program that best matches their project. Contact information for program officers who can provide assistance is also available.

### **National Endowment for the Humanities (NEH)**

<http://www.neh.gov/grants/grants.html>

The National Endowment for the Humanities (NEH) is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities.

### **National Trust for Historic Preservation Endowment**

<http://www.preservationnation.org/resources/find-funding/>

The Trust's National Preservation Endowment offers several types of financial assistance to nonprofit organizations, public agencies, for-profit companies, and individuals involved in preservation-related projects. In 2005, through the National Preservation Endowment, the National Trust provided almost \$17 million in financial assistance and direct investment to support preservation in cities, towns, and rural areas all over the United States.

## FOUNDATIONS

### **AT&T ASPIRE: Connecting Our Youth**

<http://www.att.com/gen/corporate-citizenship?pid=11546>

AT&T Aspire is a \$100 million initiative to address high school success and college and workforce readiness. This program is AT&T's most significant education initiative to date and one of the largest corporate commitments ever to address high school success and workforce readiness.

### **Dekko Foundation**

<http://www.dekkofoundation.org>

Dekko Foundation accepts grant applications from community organizations that build a foundation of economic freedom in young people. A major focus is early childhood development. Applicants must be located in the following counties of northeast Indiana: DeKalb, LaGrange, Kosciusko, Nobel, Steuben and Whitley.

### **Dollar General Literacy Foundation**

<http://www.dollargeneral.com/servingothers/Pages/caring-for-our-community.aspx>

The *Dollar General Adult Literacy Grants* award funding to non-profit organizations that provide direct service to adults in need of literacy assistance. Organizations must provide assistance in one of the following instructional areas: Adult basic education, General education diploma preparation, and English for speakers of other languages. The *Dollar General School Library Relief Program* benefits public school libraries recovering from major disasters. The *Dollar General Youth Literacy Grants* provide funding to schools, public libraries and non-profit organizations to help with the implementation or expansion of literacy programs for students who are below grade level or experiencing difficulty reading.

### **W.K. Kellogg Foundation**

<http://www.wkkf.org/>

The web site provides detailed information about what the foundation funds and does not fund, how to apply, along with information on previously funded grant projects. The focus of the grant program has shifted to provide support for U.S. youth who are "growing up in poverty."

### **Literacy Empowerment Foundation (LEF)**

<http://LEFbooks.org>

Distributes books free of charge for literacy programs and a free Spanish book collection to nonprofits and schools.

### **Lowe's Charitable and Educational Foundation Grants**

<http://www.lowes.com/lowes/lkn?action=pg&p=AboutLowe's/Community>

Lowe's Charitable and Educational Foundation awards more than \$4.5 Million annually to individuals and organizations across the United States. Founded in 1957, the Foundation's primary philanthropic focus areas include K-12 public schools and non-

profit community-based organizations. Lowe's only considers requests from 501(c)(3) organizations for projects strongly related to Lowe's retail focus, such as renovation and landscaping activities, as described in their guidelines.

### **Praxair Foundation**

<http://www.praxair.com>

The Praxair Foundation supports non-profit organizations primarily in the communities where Praxair operates. Public Libraries may apply for funds through Praxair's "Library Links" program which assists libraries in upgrading their technology, acquiring new materials or initiating innovative programs.

### **Target**

<http://sites.target.com/site/en/corporate/page.jsp?contentId=PRD03-004090>

Target Store Grants support your local community. Targeted areas are arts and culture related programs and early childhood reading. Reading grants are awarded to schools, libraries and nonprofit organizations, supporting programs such as weekend book clubs and after-school reading programs that foster a love of reading and encourage children, from birth through age 9, to read together with their families.

### **Verizon Foundation**

<http://foundation.verizon.com/grant/index.shtml>

Organizations seeking grants must actively support programs that address the Verizon Foundation's focus areas of education, literacy, domestic violence prevention or technology for healthcare and healthcare accessibility. The web site contains an eligibility quiz to determine if you may apply for a grant.

### **Wal-Mart**

<http://www.walmartfoundation.org>

Through the State Giving Program, the Wal-Mart Foundation seeks to support organizations with programs that align with our mission to create opportunities so people can live better. Two areas of focus include education and workforce development/economic opportunity. While the Foundation encourages funding requests that align with its four areas of focus, eligible programs that do not align with the four focus areas will also be given consideration. In addition, local Walmart Stores and Sam's Clubs can recommend grants of up to \$5,000 to local nonprofit organizations.

## Resources to Locate Grants

### Grants.gov

<http://www.Grants.gov>

Grants.gov is a central storehouse for information on over 1,000 grant programs and access to approximately \$400 billion in annual awards. Searching for grant applications does not require registration. Once registered at this site, you may apply online for any federal grant. Online assistance with the application process is available.

### The Foundation Center

<http://foundationcenter.org/>

The Foundation Center is an independent nonprofit information clearinghouse. The Center's mission is to foster public understanding of the foundation field by collecting, organizing, analyzing, and disseminating information on foundations, corporate giving, and related subjects. The Foundation Center operates libraries at five locations. It also operates more than 200 Cooperating Collections across the country. Cooperating Collections give access to *Foundation Directory Online Professional*, an online funding research tool, among other resources for grant seekers. The Foundation Center collections can be found at the following libraries in Indiana:

Anderson Public Library  
111 E. 12<sup>th</sup> Street  
Anderson 46016  
(765) 641-2456

Allen County Public Library  
Paul Clarke Nonprofit Resource Center  
900 Library Place  
Ft. Wayne 46802  
(219) 421-1238

Evansville Vanderburgh Public Library  
200 SE Martin Luther King Jr. Blvd.  
Evansville 47708  
(812) 428-8200

Indiana University Northwest Library  
3400 Broadway  
Gary 46408  
(219) 980-6582

Indianapolis Marion County Public Library  
Central Library  
40 E. St. Clair Street  
Indianapolis 46204  
(317) 275-4100

Monroe County Public Library  
303 E. Kirkwood Ave.  
Bloomington 47408  
(812) 349-3050

Muncie Public Library  
2005 S. High Street  
Muncie 47302  
(765) 747-8204

Valparaiso University  
The Christopher Center for Library &  
Information Resources  
1410 Chapel Drive  
Valparaiso 46383  
(219) 464-5364

Vigo County Public Library  
1 Library Square  
Terre Haute 47807  
(812) 232-1113

Carnegie Public Library  
300 W. Main Street  
Washington 47501  
(812) 254-4586

## **The Directory of Indiana Grantmakers**

<http://www.indianagrants.org/directory/>

The Indiana Grantmakers Alliance maintains *The Directory of Indiana Grantmakers*, which profiles over 1,400 foundations that have been known to fund in Indiana. The directory is not a free resource.

## **Grant Writing**

### **Basic tips for the first time applicant:**

1. Ask for advice. Start on the application well before the deadline. Solicit help from the granting organization program officer. Ask colleagues to review the application and offer suggestions.
2. Identify projects that would be of benefit to your organization before looking for grants. Ways to do this include conducting a meeting of stakeholders and brainstorming, creating a file of ideas submitted by staff and patrons, and soliciting ideas from the public. Determine what ideas would be most suitable for grant funding. Be ready when funding opportunities arise instead of reacting to announcements of available grants.
3. Locate grant-making organizations with goals that match your project. Using various tools listed above, identify grantors who fund projects similar to your proposed project.
4. Research the grant opportunity. Read the guidelines to determine if the project fits with the mission of the granting organization and if there are any restrictions that may prohibit you from accepting the funds. Learn about previous grants awarded by the organization. Determine the funding limits and whether the amount of money being offered will realistically cover the costs for your project.
5. Follow the instructions provided by the grantmaker. Check deadlines. Answer all the questions and include all the necessary parts of the proposal or application when submitting it. If any part of the application is confusing, contact the grant program officer for help.
6. Don't give up if an application isn't funded. If possible, ask for feedback as to why your grant application was denied. Ask about any opportunities for resubmitting the grant. Consider other funding sources.
7. New applicants make two common mistakes. One is including too little detail about the proposed project and giving insufficient justification for the significance of the need. Another is proposing more work than can be reasonably done during the grant period.
8. Think like a reviewer. One of the best ways to learn how to write a grant is to participate on a grant review committee. Organizations that offer publicly-funded grants are always looking for individuals willing to assist in grant review.

## **Sources of Grant Writing Classes & Workshops**

*This list is for informational use. It does not imply endorsement of any kind.*

Colleges/Universities

Professional Organizations

The Center on Philanthropy at Indiana University

<http://www.philanthropy.iupui.edu/TheFundRaisingSchool/>

The Fund Raising School at the Center on Philanthropy at Indiana University offers courses for a fee, such as “Preparing Successful Grant Proposals.”

The Foundation Center

<http://www.fdncenter.org/learn/training.html>

The Foundation Center offers short training courses that are free of charge and full-day training courses for a fee. Courses are offered in their five library/learning centers and in selected other locations across the country.

Indiana Nonprofit Resource Network

<http://www.inrn.org/calendar/calendar.aspx>

The Indiana Nonprofit Resource Network offers fundraising workshops throughout the state for a fee, including “Grantwriting for Beginners” and “Outcomes Made Easy.”

LYRASIS

<http://www.lyrasis.org/Classes-and-Events.aspx>

LYRASIS offers a six-hour class titled “Grantwriting for Digitization and Preservation Projects.” There is a fee for this course.

WebJunction Indiana

<http://in.webjunction.org/>

You can register at WebJunction Indiana for a self-paced online course called “Grant Writing Basics.” There is a fee for this course.

## Grant Writing Resources

### Print Resources

The Indiana State Library collects publications that describe grant writing procedures and that list grant sources.

*The Art and science of grant writing.* Center for Faith-Based and Community Initiatives (United States. Dept of Housing and Urban Development) [2006].

Barbato, Joseph and Danielle S. Furlich. *Writing for a good cause: the complete guide to crafting proposals and other persuasive pieces for nonprofits.* NY: Simon & Schuster, 2000.

*The Big Book of Library Grant Money 2004-2005.* Prepared by the Taft Group for American Library Association. Chicago: ALA, 2006.

Brewer, Ernest W. *Finding Funding: Grantwriting from start to finish, including project management and internet use.* Thousand Oaks, CA: Corwin Press, 2001.

Brown, Larissa Golden and Martin Brown. *Demystifying grant seeking: what you really need to do to get grants.* 4<sup>th</sup> edition. San Francisco: Jossey-Bass. 2001.

Carlson, Mim. *Winning grants step by step: the complete workbook for planning, developing, writing, successful proposals.* 2<sup>nd</sup> edition. San Francisco: Jossey-Bass. 2002.

Clarke, Cheryl. *Storytelling for Grantseekers: the guide to creative nonprofit fundraising.* San Francisco: Jossey-Bass. 2001.

Coley, Soraya M. *Proposal writing.* Thousand Oaks, CA: Sage Publications. 2000

*Directory of Indiana Grantmakers.* Indianapolis, Indiana: Grantmakers Alliance, 2004.

*Directory of computer and high technology grants.* 4<sup>th</sup> edition. Loxahatchee, FL: Research Grant Guides, Inc., 1999.

*The Foundation Center's guide to grantseeking on the web.* [electronic resources]. NY: The Center, 2002.

Geever, Jane C. *The Foundation Center's guide to Proposal Writing.* NY: Foundation Center, 2001.

Gerding, Stephganie and Pamela H. MacKellar. *Grants for Libraries: a how-to-do-it manual*. NY:Neal-Schuman, 2006.

Hall-Ellis, Sylvia D. *Grants for School Libraries*. Westport, Conn.: Libraries Unlimited, 2003.

Hayes, Lisa, Don Hoffman, and Denise Lamoreaux, ed. *Winning Strategies for developing grant proposals*. Washington, DC: Government Information Services, 1999.

Indiana Department of Commerce. "Grant Writing Tips." *Grants Management Quarterly*:  
*A Quarterly Update from the Indiana Department of Commerce*. Indiana Department of Commerce, 1: 5.  
[http://www.state.in.us/doc/publications/grants\\_mgt\\_qtrly.html](http://www.state.in.us/doc/publications/grants_mgt_qtrly.html)

Karsh, Ellen and Arlen Sue Fox. *The only grant-writing book you'll ever need*. New York : Carroll & Graf ; [Berkeley, Calif.] : Distributed by Publishers Group West, 2003.

Marshall, Maria I., Aaron Johnson, and Jean Fulton. *Writing a successful grant proposal*. Purdue University Cooperative Extension Service [2006]

Miller, Patrick W. *Grant-writing: strategies for developing winning proposals*. 2002 [Munster, IN]: P.W. Miller, c2002.

Pandora, Cherie Pettit. "Grantwriting made easy". *Ohio Media Spectrum* 53 no2/3/4/ (Summer-Fall 2001) 5-10.

Quick, James Aaron. *Grant seekers budget toolkit*. NY: John Wiley, 2001.  
Wason, Sara. D. *Webster's new world. Grant writing handbook*. Wiley, c2004.  
Weinstein, Stanley. *The complete guide to fundraising management*. NY: J. Wiley, 2002.

*Writing the winning grant proposal for Libraries*. Thompson West, 2005.  
Ziarnik, Natalie Reif. *School & public libraries: developing the natural alliance*. Chicago: American Library Association, 2003.

## **Online Resources**

### **The Foundation Center**

<http://www.fdncenter.org/onlib/shortcourse/prop1.html>

<http://www.fdncenter.org/onlib/shortcourse/prop2.html>

The Foundation Center provides online training exercises as well as information on upcoming grants administration training courses and seminars. The above links will take you to the free online class.

**Grant Proposal.com**

<http://www.grantproposal.com>

Grantproposal.com provides free resources on grant writing for nonprofit organizations.

**Grants for Nonprofits: Libraries**

[www.lib.msu.edu/harris23/grants/2lib.htm](http://www.lib.msu.edu/harris23/grants/2lib.htm)

Grants for Nonprofits: Libraries is a compilation of web pages and books of potential interest to nonprofit organizations seeking funding opportunities related to libraries.

**GRANTwritersonline**

<http://www.grantwritersonline.com/>

Web site provides a good overview of writing a grant proposal. Topics discussed include the components of a grant proposal, financial statements for grants, grantwriting mistakes, tips on writing a grant proposal, grant application checklist, and grant proposal and financial samples.

**Institute for Museum and Library Services**

<http://www.ims.gov/applicants/applicants.shtm>

IMLS has created an online resource for grant applicants that includes a tutorial in project planning and sample applications.

**The Kellogg Foundation**

<http://www.wkkf.org/default.aspx?tabid=112&NID=196&LanguageID=0>

These toolkits outline the essential elements for building effective communication, evaluation, and public policy programs. They have been created primarily for Kellogg Foundation grantees, but can be adapted for general use.

**Minnesota Council on Foundations**

<http://www.mcf.org/mcf/grant/writing.htm>

These tips on *Writing a Successful Proposal* from the Minnesota Council on Foundations includes answers to common questions, such as “What happens to my proposal after it reaches the grantmaker?” and “What should I do if my proposal is rejected?”

**Paladin Group on Writing Proposals**

<http://www.silcom.com/~paladin/promaster.html>

Outlines the standard components of a full proposal, including the budget and attachments.

### **Shaping Outcomes – online course in Outcomes Based Evaluation**

<http://www.shapingoutcomes.org/course/index.htm>

Shaping Outcomes was developed through a cooperative agreement between the Institute of Museum and Library Services (IMLS) and Indiana University Purdue University Indianapolis (IUPUI). It was created by faculty from the Museum Studies Program and English Department of the IU School of Liberal Arts and faculty of the School of Library and Information Science at Indiana University-Indianapolis with the assistance of other faculty, graduate students, and staff of IUPUI.

### **University of Pittsburgh Office of Research**

<http://www.pitt.edu/~offres/propwriting.html>

<http://www.pitt.edu/~offres/proposal/propwriting/websites.html>

The web site offers basic advice on writing a proposal along with links to other web sites offering assistance. If you explore the web site, you will find other tools to assist with locating grant opportunities and preparing grant applications.

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