

The background is a dark teal color with various financial symbols and numbers scattered across it. Symbols include the dollar sign (\$), Euro sign (€), and Yen sign (¥). Numbers range from 1 to 9. Some numbers are in a lighter teal color, while others are in a yellowish-green color. There are also some arrows pointing up and down. The overall theme is financial or economic.

Grants: Tips & Tricks

Michigan Library Association
“Connecting the Dots”
Annual Conference 2023
Kalamazoo, MI

Hello!

Cindi Place

Director of Bellaire Public Library

Class 1 library located in Northern Michigan

bellairelibrary@torchlake.com

cindiplace@gmail.com



Getting Started

Where do you fit on the grant writing journey?

- Never written a grant before
- Written and been awarded a few grants
- Have written and been awarded a few larger (\$5000 +) grants

Why attend this session?

What are your “burning” questions?



Ask Yourself.....

- What unmet need(s) does our community have which could be an opportunity for my library?
- Survey or talk to stakeholders to make sure the program or plan being considered will be supported
- Would filling this need align with our library's goals and mission statement? Strategic Plan? (if you have one)
- Do we have the staff support to fulfill this need?

WHY apply for grant funding?

- Funding
- In preparing for a grant, you will find yourself thinking through the steps and processes needed to fulfill the need(s).
- Make sure you are seeking funding to meet a need in your community - not just to ask for more money.
- Others?



Preparation...

- Read grant outline thoroughly including eligibility requirements
- Brain storm a project or consider expanding on an existing project or program.
- Print out a paper copy of the grant application
- Decide how you are going to store your grant request(s), data etc.
- Solicit letters of support
- Gather data (e.g. demographic)
- Look for opportunities to collaborate
- [Grant Application Template](#)



Writing the project/program narrative

- Make sure your request for funds is clear and in the narrative you match your proposed project or program plans to specific grant requirements
- Be specific
- Demographics: <https://www.census.gov/data.html>, <https://demographicsnow.com/>



Additional Application Sections

- The Budget
- Promotion
- Certification
- Proofread, proofread, proofread - then ask a few others to proofread!



YOU GOT THE GRANT! Now what????

- Make sure to follow the grant guidelines
- Keep impeccable records
- Recordkeeping - [Grant Spreadsheet](#)
- CREDIT THE GRANTOR
- Evaluations
- Complete required reports on time and completely



A FEW TIPS

- Some grantors or grant administrators are willing to look at your application and offer advice before submission.
- Less is not always more when completing grant applications
- Some grants allow small changes in proposed projects or programs
- If a pre-application webinar is offered - TAKE IT!



Grant opportunities you might want to explore

- Michigan Humanities Council
- Library of Michigan
- Michigan Art & Culture Council
- Rotary Charities
- Local foundations
- Local Service Organizations (Kiwanis has literacy grants)
- Dollar General
- Meijer
- Walmart
- Local businesses



Thanks!

Any questions?

Cindi Place

Bellaire Public Library

231-533-8814

bellairelibrary@torchlake.com

