

A Recipe for Grant Writing Success
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I have used grant money to purchase or fund

- large print books
- dvds
- archival supplies
- speakers
- computers, tablets, printers
- books that are on the suggested reading lists in the Collaborative Summer Reading Program Manual
- a chair lift for the local Community Center
- audiobooks
- art supplies
- performers
- microscopes

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- LED lights
- tuck pointing of the local Museum
- a heating/cooling system for the local Museum
- a handicapped accessible boat dock for the lake at our local park
- a portable sound system
- handicapped accessible computer desks
- a new library
- furniture for a new library

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Assumptions

- You need to apply for a grant because you have exhausted all of your local resources
- You have permission to implement your idea
- You are **excited** about your idea

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EQUIPMENT & TOOLS



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Equipment

- computer
- printer
- flash drive
- access to a fax machine
- scanner
- file folder(s)
- calendar
 - digital and/or hard copy

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Tools

- access to the internet
- word processing program
- designated spot to keep all of your grant information and applications
- time

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- someone who will review your work
 - typos are bad
 - don't depend upon a spellchecker program
- plain language
 - webinar by Rebecca Kilde, IFLS PR and Communications Coordinator, is found at <https://vimeo.com/519624792/>
 - avoid library jargon
 - Ex: check out not circulation

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- Library's Annual Report

- I. General Information
 - DUNS Number (Data Universal Numbering System)

- II. Library Collection
 - Number Owned
 - Books (Print and Electronic)
 - Audio Materials
 - Video Materials
 - Other Materials (Ex: Kits)
 - Subscriptions (Periodicals and Newspapers)

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- III. Library Services
 - Total Circulation
 - Registered Users
 - Library Visits
 - Library Programs and Attendance

- IV. Library Governance

- V. Library Operating Revenue

- VI. Library Operating Expenditures

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- VII. Library Capital Revenue, Expenditures, Debt Retirement and Rent

- VIII. Other Funds Held by the Library Board (Ex: Donation fund)

- IX. Trust Funds

- X. Staff

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- XI. Loans of Materials to Non-residents

- XII. Technology

- XIII. Self-directed Activities, Staff Serving Youth/Adults

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STOCK YOUR PANTRY



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Basic Ingredients

- Library mission statement
- History of your library
 - year founded
 - founded by whom
 - renovated building, to be more accessible for all
 - moved to a new building
 - added computers
 - joined library consortium

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- Major and minor accomplishments
 - hosted a Smithsonian Institute traveling exhibition
 - served 100 children in most recent Summer Reading Program
 - collaborated with elementary school on After School Book to Movie Reading Club
 - started/revived Friends of the Library Group

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- Current activities
- Names of three references
 - choose people who are supporters of your library
 - review annually
- Possible partners
 - school
 - museum
 - senior center
 - daycare
 - sportsmen group
 - police department
 - medical clinic
 - community theater
 - Lions Club
 - community center
 - senior housing
 - another library
 - park board
 - fire department
 - Community Education

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- Draft of a letter of support
 - you can give to reference or partner quickly
- Library Budget
- Information about your community
- Service Population
 - <https://dpi.wi.gov/pld/boards-directors/library-standards/>
 - Appendix C has several ways to calculate service population
- Tax exempt statement
 - I sometimes have to state Village of Clear Lake dba Clear Lake Public Library

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- Employer Identification Number (EIN)
 - aka Federal Tax Identification Number
- 501 © 3 letter from IRS
 - From your Friends of the Library
 - I partner with the Clear Lake Historical Museum so I have a copy of their letter
- Names of Library Board members and their local affiliations
- If you have their permission, pictures of people participating in library activities.

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WHAT DO I WANT TO MAKE?

A woman with dark hair and glasses, wearing a blue shirt, is shown from the chest up, resting her chin on her hand and looking thoughtfully upwards. To her right, a man with a beard and short hair, wearing a white t-shirt, is also shown from the chest up, resting his chin on his hand and looking thoughtfully upwards.

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- Do you want to work on a program? or a project?
 - Program
 - Ex: offer a summer reading program for the youth of Clear Lake
 - Project
 - Ex: purchase 100 large print books
- Can you partner with another local organization?
 - contact a potential partner to discuss your idea
- Look through your grant information to find the grant that best matches your idea

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THE RECIPE



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- Start with an easy grant if this is your first time filling out an application
 - your local electric company/cooperative
 - area community foundation
- Read through the whole application
 - Can you start and stop the application or do you need to complete it in one sitting?
 - know when the grant is due and by what method
 - submit early

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- Collect all of your items you will need for filling out the application
 - “Go shopping” for items NOT in your pantry
 - cover letter
 - program budget
 - project budget
 - other sources of income
 - list of measurable goals
- Ex: The number of participants in the 2022 Summer Reading Program will increase by 10% over the number of participants in the 2021 Summer Reading Program

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- list of outcomes
 - Ex: The Library staff will increase their knowledge regarding current technology trends and will be able to share their knowledge by offering computers classes
- thoughts on ways you will keep the program/project going after the grant funds have run out (sustainability)
- If you can, learn the mission statement of the granting organization and determine how it ties into your library’s mission statement.

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- If you know someone who previously received the grant for which you are thinking of applying, contact that person.
- Visit the granting organization’s website
 - check for past recipients and their applications
 - view webinar about their grant application process

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QUALITY INGREDIENTS



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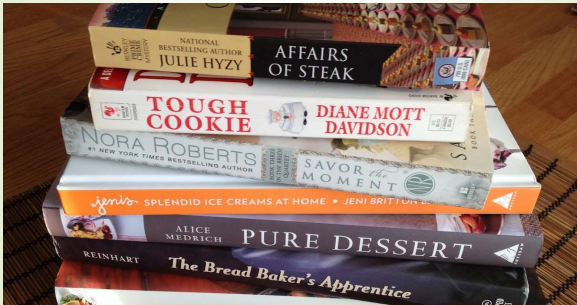
- Quality Ingredients
 - Fonts
 - Times New Roman or Arial
 - Font size
 - headings can be size 16
 - subheadings can be size 13
 - text should be size 12 unless otherwise requested in the directions
 - Spacing
 - primarily single
 - leave some white space, don’t want application to be too busy

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- Color
 - primarily black
 - limit use of color
 - if using color, use the colors of your library logo
- Lists
 - bulleted ... for a list of equipment
 - numbered ... for order of steps
- Graphics
 - use colors that are in your library logo
- Acronyms
 - spell out the first time
 - put the abbreviation in parenthesis... after the first spelling
 - use abbreviation throughout the rest of the application

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RESOURCES



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<https://www.bridgeslibrarysystem.org/library.staff-resources/>

<https://iflweb.org/>

FOR IFLS LIBRARIES
RESOURCES
Budget, Data & Statistics
Grants

<https://www.monarchlibraries.org/grant.funding-sources/>

Nicolet Federated Library System

<https://www.nfls.lib.wi.us/>

Winnefox Library

<https://www.extranet.winnefox.org/grants>

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Wisconsin Valley Library Service

<https://wvls.org/grant-resources/>

<https://www.ecpubliclibrary.info/foundations-grants/>

- Offsite: use Foundation Directory Online Essential
- In the library
 - use Foundation Directory Online Professional
 - use Foundation Grants to Individuals
 - use demo version of Foundations in Wisconsin

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<http://librarygrants.blogspot.com/>

- for anyone interested in library grant opportunities

<https://www.grants.gov/>

- centralizes information from more than 1000 government grant programs

Environmental Protection Agency

<https://www.epa.gov/grants/>

- uses grants.gov portal
- citizen science
- periodically hosts webinars for the EPA grants community

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Institute of Museum and Library Services

<https://imls.gov/grants>

- uses grants.gov portal
- sample applications
- sign up to receive e-mail messages with news, updates and stories about libraries and museums

<https://www.demco.com/services/free-grant-search>

<https://www.scholastic.com/librarians/programs/grants.htm>

<https://wisconsin.grantwatch.com/>

- Sign up to receive FREE weekly newsletter
- Free: Grant synopsis and deadline
- Paid: View FULL grant details

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<https://fundsnet services.com/wisconsin.grants-and-foundations/>

<http://wifoundations.org/>

- covers every active grant making foundation in WI
- annual subscription (IFLS currently pays for In-Library use subscription)
- www.more.lib.wi.us/

Dig Deeper
Research Page
Foundations, Grants and Non-Profits
Foundations in Wisconsin
Member Login
Search

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<https://grantstation.com/>

- membership fee
- periodic promotions offering lower prices
- serves non-profit organizations, educational institutions, government agencies, and religious organizations

<https://www.city-data.com/>

- population
- gender breakdown
- median age
- median household income
- percentage of residents living
- race

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<https://www.census.gov/>

<https://www.wisconsin-demographics.com/>

<https://candid.org/>

- connects non-profits, foundations and individuals to do good

<https://www.webjunction.org/home.html>

- “builds the knowledge, skills and confidence of library staff to power strong libraries that are the heart of vibrant communities”

<https://learn.webjunction.org/>

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<https://www.associatedbank.com/about-associated-bank/in-thecommunity/grants>

Royal Credit Union

<https://www.rcu.org/about-royal/community/rcu-foundation>

<https://www.usbank.com/about-us-bank/community.html>

Citizen State Bank

<https://www.csbn.net/resources/community>

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