

I got the Grant...  
now what???



A Recipe for  
Grant Writing Success, Part Two

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# Congratulations

**you've submitted your grant...now what??**

## Waiting period

- you will wait for an answer
  - days
  - weeks
  - months
- tasks
  - seek other funding if in your grant application you said you would
  - prepare for site visit

- gather additional equipment
  - thank you notes
    - colored paper for fliers
    - camera
    - recognition labels
- select a design program you are comfortable with
  - CANVA
  - Microsoft Publisher
  - Adobe Illustrator
  - Photoshop

**But....**



**...you didn't get the grant**

## Emotional response

- sad
- disappointed
- relief

## Possible reasons why you did not receive the grant

- not personal  
exception: Wal-Mart
- award a limited number
- ran out of money

- other applications fit better with the organization's mission / criteria
- decided to give to only new applicants
- you may never know

## Follow-up

- your choice
  - call
  - e-mail
  - don't pursue
  - move on
  - re-apply

**You got the Grant !**



- perform your **happy dance**
- reward yourself
- share the good news
  - community partner(s)
  - library board
  - library staff
  - person who manages your
    - website
    - facebook page
    - twitter account
    - instagram account
  - publicity
    - library newspaper article
    - library newsletter
    - library flyers



- send a thank you note to the granting organization
  - no matter how large or small the grant or granting organization
  - after you purchase the books, dvd's, science materials, etc., send a picture to the granting organization of children/teens/adults with the items
    - this can accompany the thank you note if you were able to get items within two weeks of getting the grant

**Implement your program or project as stated in your grant application, to the best of your ability.**



## Reward letter from granting organization

- might contain
  - instructions
    - use granting organization name, logo and/or donor acknowledgement statement on all publicity materials
    - start spending your money and turn in receipts by \_\_\_\_\_ and we will send you a check by \_\_\_\_\_
  - Memorandum of Understanding (MOU)
  - reward check
    - may not be for your requested amount
    - might be first installment

- due date for mid-term report
  - what you need to complete report
    - up-to-date budget
      - income
      - expenses
      - matching funds
      - in kind services
    - copies of publicity materials
- due date for final report
  - what you need to complete report
    - final budget
      - income
      - expenses
      - matching funds
      - in kind services
    - copies of any additional publicity materials
    - did you meet your goals?      objectives?

# Money Matters

1. The library has the sole responsibility for the grant
  - funds get deposited in library account
    - spend money on what you said you would in the grant
    - keep track of receipts
  - submit mid-term report, if required
  - submit final report, if required
  
2. The library has a partner but library is the fiscal agent
  - funds get deposited in library account
  - contact the partner with the good news
  - meet with the partner
    - set up a time line to implement grant

- divvy up tasks
  - who will do the purchasing
  - who will contact your social media outlets
  - who will contact the performer/speaker
  - who will fill out the paperwork (reports)

### 3. The library has a partner who is the fiscal agent

- that partner hopefully will contact you because most likely the award letter and money will be received by the partner
- money can be deposited in
  - partner account
    - don't need to include as income on Library's Annual Report
  - library account
    - will need to include as income on Library's Annual Report

4. The library receives reward letter stating you have received the grant, money will be distributed after all receipts have been received
  
5. The partner receives reward letter stating you have received the grant, money will be distributed after all receipts have been received
  - money should be spent from partner's account

# Disaster Strikes

- employee in charge of implementing the grant quits just after you get the grant
- performer whom you named in the grant application disappears
- project you were asking funds for can't be done
- materials you ordered are on back order
  - won't arrive before deadline to turn in receipts

**Stay in contact with granting organization**

# GRANTS





## American Family

[https://www.amfam.com/about/givingback/  
community-investment/community-grants/](https://www.amfam.com/about/givingback/community-investment/community-grants/)

## Costco Wholesale Grants

<https://www.costco.com/charitable-giving.html>

## First Book's Children's Book Donations and Grants

<https://www.fbmarketplace.org/register/>

## The Lisa Libraries Book Donations

<https://www.lisalibraries.org/>

## Oriental Trading Company Education Grants

<https://www.orientaltrading.requestitem.com/>

## The Reiman Foundation

<https://www.reimanfoundation.org/applicationguidelines/>

## State Farm

[https://www.statefarm.com/about-us/corporate-responsibility/  
community-grants/](https://www.statefarm.com/about-us/corporate-responsibility/community-grants/)

## Target

[https://www.corporate.target.com/sustainability-esg/  
community-engagement/corporate-giving/](https://www.corporate.target.com/sustainability-esg/community-engagement/corporate-giving/)

## Walmart

<https://www.Walmart.org/how-we-give/local-community-grants/>

## Waste Management Charitable Contributions

<https://www.wm.com/about/community/charitable-giving.jsp/>

## Wisconsin Humanities Council

<https://www.wisconsinhumanities.org/grants/grants-for-humanities-programs>

## Wish You Well Foundation's Family Literacy Donations

<https://www.wishyouwellfoundation.org/apply-for-funding/>

