

# A Recipe for Grant Writing Success by Christine LaFond, Director Clear Lake Public Library

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# EQUIPMENT & TOOLS



- Computer
- Access to Internet
- Word Processing Program
- Printer
- Scanner
- Access to Fax machine
- Flash Drive
- File Folder(s)

## ➤ Calendar

- digital and/or hard copy

## ➤ Someone who will review your work

- typos are bad (don't depend upon a spellchecker program)
- use plain language (webinar by Reb Kilde is wonderful!

It is found at <https://iflsweb.org/> under Continuing Education)

- avoid library jargon

## ➤ Designated spot to keep all of your grant information and applications

## ➤ Time

# STOCK YOUR PANTRY





## ➤ **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)**

### III. Library Services

- Total Circulation
- Registered Users
- Library Visits
- Library Programs and Attendance

### IV. Library Governance

### V. Library Operating Revenue

### VI. Library Operating Expenditures

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



XI. Loans of Materials to Non-residents

XII. Technology

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

➤ Service Population

<https://dpi.wi.gov/pld/boards-directors/library-standards/>

- Appendix C has several ways to calculate service population

- Library mission statement
- History of your library
- Major and minor accomplishments
- Current activities
- Names of three references
  - Choose people who are supporters of your library
  - Review annually
- Names of possible partners
- Draft of a letter of support
  - You can give to reference or partner quickly
- Library Budget
- Information about your community

- **Tax exempt statement**
  - I sometimes have to state Village of Clear Lake dba Clear Lake Public Library
- **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 Board members and their local affiliations**
- **If you have their permission, pictures of people participating in library activities.**

# WHAT DO I WANT TO MAKE?



➤ 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

# THE RECIPE





- If this is your first time filling out a grant application, start with an easy one
  - St. Croix Electric
  - Polk - Burnett Operation Round-up
  - AnnMarie 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
  
- Collect all of your items you will need for filling out the application

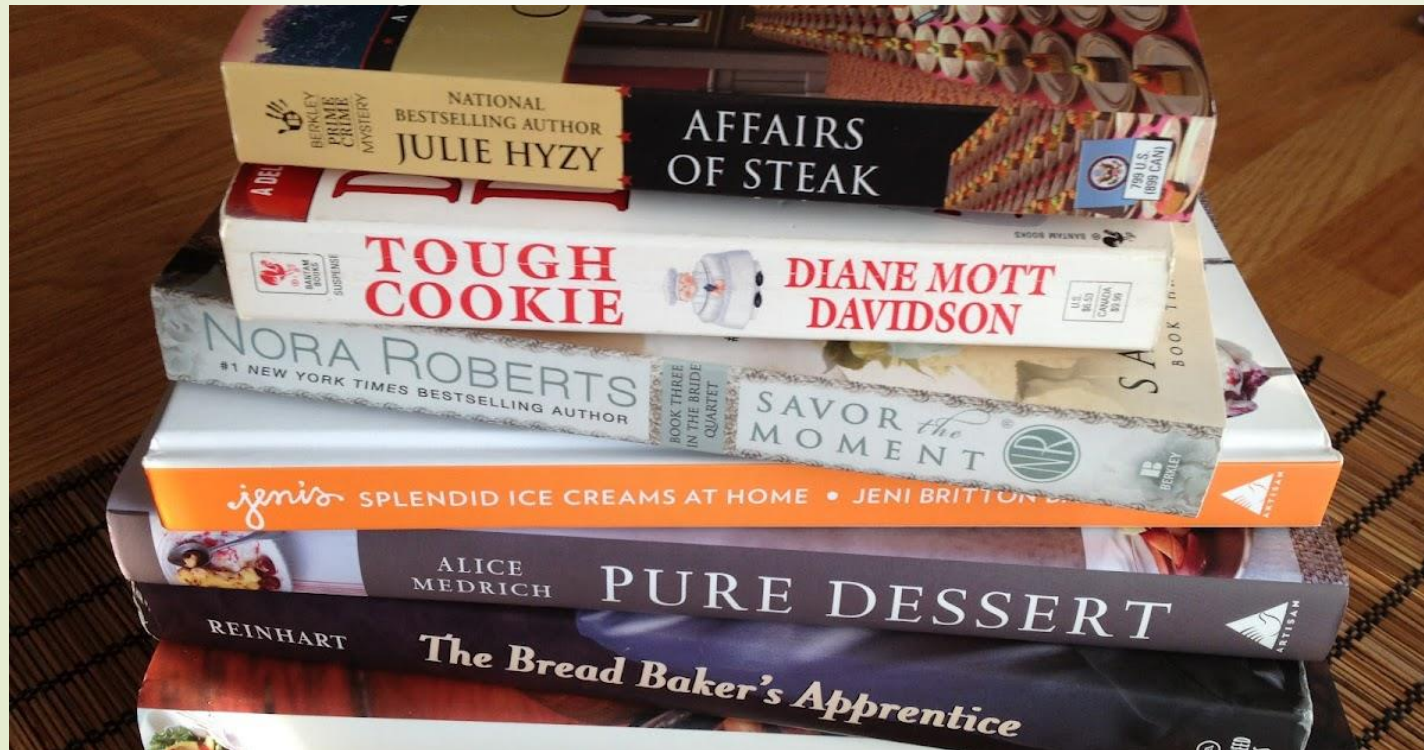
➤ You may need to “go shopping” for items NOT in your pantry

- Cover letter
- Program budget
- Project budget
- Other sources of income
- List of measurable goals
- List of outcomes
- 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

- If you know someone who previously received the grant for which you are thinking of applying, contact that person.
- Some granting organizations post list of past recipients and their applications.
- Some organizations host webinars about their grant application process.

# RESOURCES



<https://iflweb.org/>

FOR IFLS LIBRARIES

RESOURCES

Budget, Data & Statistics

Grants

<https://www.epubliclibrary.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

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

- for anyone interested in library grant opportunities

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

- centralizes information from more than 1000 government grant programs

<https://www.epa.gov/grants/> (Environmental Protection Agency)

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



<https://imls.gov/grants> (Institute of Museum and Library Services)

- 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://wisconsin.grantwatch.com/>

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

<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/](http://www.more.lib.wi.us/)

Dig Deeper

Research Page

Foundations, Grants and Non-Profits

Foundations in Wisconsin

Member Login

Search

<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

<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/>

Any  
Questions

