

## STEPS TO A SUCCESSFUL GRANT PROJECT



Oregon Heritage Grant  
Oregon Museums Grant  
Historic Cemeteries Grant  
Preserving Oregon Grant

## STEPS TO A SUCCESSFUL GRANT PROJECT

- Grant Eligibility & Details
- Related Grants
- Project Preparation
- Writing the Grant
- Grant Agreement
- Project Completion
- Grant Reporting
- Celebration!



## OPRD HERITAGE PROGRAMS GRANT INFORMATION

- Preserving Oregon Grant
  - 1:1 match
  - National Register listed (or contributing in a district)
  - \$20,000 limit
- Oregon Heritage Grant
  - At least 50% project cost match, 25% grantee share can be donated services or materials
  - 105(e)(3), local govt. or Federally recognized Tribal govt.
  - Typically \$3000-\$10000
- Oregon Museum Grant
  - No match required
  - Qualified museum
  - Typically \$1000-\$4000
- Oregon Historic Cemeteries Grant
  - No Match required
  - Any non-profit, local govt., Federally recognized Tribal govt., private individual or org
  - Typically \$500-\$4000

## HERITAGE RELATED GRANT INFORMATION

- Oregon Cultural Trust [www.culturaltrust.org](http://www.culturaltrust.org)
  - Statewide & County and Tribal Grants
- Travel Oregon <http://industry.traveloregon.com/Departments/Tourism%20Development.aspx>
- Oregon Humanities [www.oregonhum.org](http://www.oregonhum.org)
- Oregon Arts Commission [www.oregonartscommission.org](http://www.oregonartscommission.org)
- Oregon Community Foundation [www.oregoncf.org](http://www.oregoncf.org)
- Kinsman Foundation [www.kinsmanfoundation.org](http://www.kinsmanfoundation.org)
- Spirit Mountain Foundation [www.thecommunityfund.com](http://www.thecommunityfund.com)
- Siletz Tribal Charitable Contribution Fund <http://ctsi.nsn.us/charitable-contribution-fund>
- Wild Horse Foundation <http://www.wildhorseresort.com/footer/foundation.html>
- Ford Family Foundation [www.tfff.org](http://www.tfff.org)

## PROJECT PREPARATION EXPLORE NEEDS

- Education and interpretation
- Preservation and conservation
- Community relations
- Tourism development
- Facility and site improvements
- Publications
- Other



## PROJECT PREPARATION PRIORITIZE NEEDS

- Condition
- Risk of Loss
- Project Order
  - Research before interpretation
  - Roof repair before acid free boxes
  - Fence before marker repair
- Weather Conditions



PROJECT PREPARATION  
REVIEW ASSETS



- Skilled help
  - Knowledgeable
  - Licensed
  - Trained
- Materials and Supplies
- Cash



PROJECT PREPARATION  
PICK A PROJECT

Consider...

- Need
- Cost
- Ability to Complete
- Potential for Partnership
- Prospects for Matching Resources
- Timing



PROJECT PREPARATION  
REASSESS ASSETS

- What is required to complete?
  - Cost, skilled labor, permits, particular weather conditions, etc.
- Do contractors or consultants need to be hired?
  - Finding contractors, getting bids, checking references, payment timing, etc.
- Who would be appropriate partners?
- What are other resources to access?

PROJECT PREPARATION  
PICK PARTNERS



Funders like partnerships because they often increase the chances of a successful project.

- Identify potential partners early
- Select ones who will mutually benefit
- Encourage your partners to join your planning team
- Communicate

PROJECT PREPARATION  
MAKE A MATCH

- Volunteer Labor
- In-Kind Donations
- Materials Donation
- Other Funding Sources
- Go local!



PROJECT PREPARATION  
ORGANIZE

- Set Goals & Measures
- Clarify Roles
- Layout Project Sections
- Create a Budget
  - Include expenses (volunteer costs, training, materials, publishing, permits, fees, etc.)
  - Include income (volunteer time, in-kind, donated materials, raised funds)
- Create a Timeline
  - Consider...when funds are available, time for bids, time for volunteers, time for training, weather conditions, printing time. Start ASAP!
- Develop a way to EVALUATE the success of the project.

## SELECT THE RIGHT SOURCE

- Seek the appropriate grant for the project.
- Don't make a project to fit the grant.
- Check out other organizations or project donor lists
- Contact the grant organization to be sure it is a good fit!
- Foundation Center, Oregon Foundation book
- Research the funding organization.
- Research the grant.
  - What do they like to fund?
  - How much do they typically fund?

## PROJECT PREPARATION SEEK HELP

- Talk with museums, cemeteries, and other organizations which have succeeded with similar projects.
- Review past applications and previous recipient lists
- Contact OPRD Heritage Programs grant coordinators.



## WRITING THE GRANT STEPS TO A WELL-WRITTEN GRANT



- Read the grant announcement and follow directions.
- Don't wait until the last minute to write your proposals.
- Write a proposal that is clear, logical, and as brief as possible, yet thorough. Avoid jargon.

## WRITING THE GRANT STEPS TO A WELL-WRITTEN GRANT

- Answer the specific requests for information.
- Tell how the project will solve your need.
- Show how the project will be completed (inc. timeline).
- Make sure your proposed budget matches your narratives.
- Have others read the application to make sure it's clear and complete.



## WRITING THE GRANT

### Project description

- Be brief and precise
- Describe only the what – not why
- Include measurable objectives



## WRITING THE GRANT

### Project need & value

- Who will it serve?
- What is the impact?
- Why? So what?



## WRITING THE GRANT



### Project timeline

- List major components of the project and when they will be completed.
- We want to see that this is thought out and achievable.

## WRITING THE GRANT

### Project Detail

- Include measurable products and outcomes
- Provide detail about the professionalism of the work.
- Include bid and estimate information.



## WRITING THE GRANT



### Ability to Complete the Project

- Include skills of involved staff and volunteers
- Explain any partnerships or collaborations with the project.
- Appropriate organizational history – accomplishments, etc.

## GRANT AGREEMENT

### IT'S A LEGAL DOCUMENT

- You will receive two copies of the grant agreement.
- Read and understand the agreement. Ask questions if you do not understand it.
- The agreement is a commitment to complete the project using funds of the State of Oregon.
- Sign both copies and return both.
- You will receive one original signed copy and a packet about how to report and request funds.



## COMPLETING THE GRANT

### MAKING MAGIC HAPPEN



- Start work immediately upon receiving the final signed written agreement.
- If you have questions about grant requirements, contact the grants manager.
- Track your work – photos, issues, surprises before, during and after.

## COMPLETING THE GRANT

### MAKING MAGIC HAPPEN

- Regularly read your project proposal, grant agreement, and grant management manual.
- Complete the project you've agreed to do.
- Report periodically on progress, or the lack of it. We want to help you succeed.



COMPLETING THE GRANT  
MAKING MAGIC HAPPEN

- Keep receipts, contracts, volunteer sign-in sheets, etc.
- Meet your planned timeline, or even be early.
- Let your legislators know how the grant is helping your organization.
- Report on clearly and on time.



CELEBRATION!  
LETTING YOUR WORLD KNOW



When you are awarded a grant, are working on a grant-funded project, or completing a project:

- Write news releases.
- Include photos and articles in your membership newsletter and website.
- Invite others to see your project.
- Write thank yous to everyone, including to donors or granting agencies.

UPCOMING DEADLINES

- Historic Cemeteries Grants – Sept 23
- Oregon Heritage Grants – Oct 8
- Oregon Museums Grants – Sept 30
- Preserving Oregon Grants – Sept 30



CONTACTS:

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