

## GRANT WORKSHOP



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

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## STEPS TO A SUCCESSFUL GRANT PROJECT

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



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## 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% project cost can be donated services or materials
  - 105(c)(3), local govt. or Federally recognized Tribal govt.
  - Typically \$3000-\$8000
- 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

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## 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>
- Ford Family Foundation [www.tfff.org](http://www.tfff.org)

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## PROJECT PREPARATION EXPLORE NEEDS

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



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## 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



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PROJECT PREPARATION  
REVIEW ASSETS

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



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PROJECT PREPARATION  
PICK A PROJECT

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



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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?

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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

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PROJECT PREPARATION  
**MAKE A MATCH**

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




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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.

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WRITING THE GRANT  
SAMPLE QUESTION # 1

- Describe your organization and its strength (show how it has the ability to succeed).



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WRITING THE GRANT  
SAMPLE QUESTION # 2



- Briefly describe the project's goals, objectives and final product.

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WRITING THE GRANT  
SAMPLE QUESTION # 3



- Describe the project's anticipated benefit and to whom.

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WRITING THE GRANT  
SAMPLE QUESTION # 4



- How will the project be measured and evaluated?

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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.



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WRITING THE GRANT  
STEPS TO A WELL-WRITTEN GRANT

- Research the funding organization.
- Research the grant.
  - What do they like to fund?
  - How much do they typically fund?

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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.

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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.



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WRITING THE GRANT  
STEPS TO A WELL-WRITTEN GRANT

- Be sure your final budget numbers match throughout the application.
- Re-read the grant announcement and make sure you've followed all directions.
- Have others read the application to make sure it's clear and complete.



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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.



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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.

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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.



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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.



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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.

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UPCOMING DEADLINES

- Historic Cemeteries Grants – April 19
- Oregon Heritage Grants – 2011 biennium
- Oregon Museums Grants – May 17
- Preserving Oregon Grants – 2011 biennium



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## CONTACTS:

- Oregon Heritage Commission Coordinator
  - Kyle Jansson [Kyle.Jansson@state.or.us](mailto:Kyle.Jansson@state.or.us) or (503)986-0673
- Historic Cemeteries Program Coordinator
  - Kuri Gill [Kuri.Gill@state.or.us](mailto:Kuri.Gill@state.or.us) or (503)986-0685
- Grants Coordinator
  - Kimberly Dunn [Kimberly.Dunn@state.or.us](mailto:Kimberly.Dunn@state.or.us) or (503)986-0670

Website: [www.oregonheritage.org](http://www.oregonheritage.org) Click on "grants"



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