There are several opportunities for libraries to write grants for funding of projects or programs. The following gives a general outline for writing a grant either for an Idaho Commission for Libraries (ICfL) Library Services and Technology Act Grant, or other funders.

**Step 1: Strategic Planning for Grants**

Your organization will need either:

- An approved fundraising plan
- A strategic plan with fund development efforts identified
- A prioritized listing of programs which need additional support

And you will need the support & collaboration of:

- Your Board of Directors
- Staff who will be implementing the program or changes
- Your Partners
- Your Director

**Step 2: Select one Program or Project, then Build Your Case**

Don’t re-create the wheel if you don’t have to! Begin by gathering information to use in your grant proposals from existing materials or sources: Program brochures, web pages, previous grant proposals, strategic plans, co-workers knowledge and staff interviews.

**Step 3: Basic Components of Grant Proposals**

Tackle each component one-by-one. Divide and conquer with a collaborator, if you can. Use a separate grants calendar. Plan by working backwards from the deadline.

- **Mission**: A formal summary of the aims and values of a company, organization, or individual.
- **Vision**: The optimal desired future state - what an organization wants to achieve over time.
**Grants: Or, Where’s The Money?**

**Needs Statement/Problem Statement:** Why this project is necessary? Ideally, this should have two parts: a) statistics to support the need and paint a clear picture of why you are asking; b) compelling emotional hook providing a reason to make the rational decision to give.

**Program/Project Objectives:** What you will accomplish with the program to meet your goals? Objectives will speak to the need, while giving more detail on who, what, and when the activities will occur. Focus on measurable objectives and explain them clearly.

**Program/Project Description & Methodology:** The nuts and bolts of how the project will be implemented. Sometimes this component is divided into sub-sections by the grantor.

**Evaluation Plan/Assessment:** The process of collecting information about a program in order to make future decisions about it. In this part, outline your evaluation plan.

**Financial Plan/Budget:** A financial description of anticipated expenses and revenue (as applies) plus explanatory notes/budget narrative.

**Step 4: Finalize Supporting Documents & Put It All Together**

Pay attention to the details of the grant application! The following docs may be requested in your application package as attachments or supporting material:

- Board of Directors List (and contact info)
- IRS Determination Letter (501(c)3 letter)
- Organizational Strategic Plan
- Cover Letter
- Program or Organization Director Bio
- Program or Organization Brochure
- Feasibility Study
- Partner Letters of Support
- Audited Financial Statement or Form 990 (recent tax return)
- List of current supporters & other funding sources
- Annual Report

Gather the documents before the deadline.
Grants: Or, Where's The Money?

Step 5: Submit Your Grant on Time (if not Early!)

Learn more....Check out these Additional Research & Training Resources:

- **Grant Station** - requires membership:

- **Funding Information Center at Boise Public Library** – free access to the Foundation Online Directory - Level 5:

- **Idaho NonProfit Center** – free and fee based webinars and trainings -