



# GRANTS WORKBOOK & TEMPLATES

## Contents

Introduction .....	2
Grant Opportunity Application Information .....	3
Grant Project Information .....	4
Application Elements .....	5
Digitization Project .....	6
Collections Management System (CMS) Project .....	10
Collections Assessment Project .....	16
Disaster Planning Project .....	20

# Introduction

Lucidea is committed to supporting all aspects of LAM (Library, Archives and Museum) work, not just the aspect with which we are directly involved (library automation and collections management systems). We encourage our guest contributors—who write for our Think Clearly blog, present webinars in our professional development series, and author compelling titles for Lucidea Press—to write topically and think critically on issues that LAMs are being confronted with. Grant funding is increasingly important to the future of LAMs. We know how challenging it can be to apply for grant funding, especially when time and expertise are hard to come by. That's why we're pleased to offer the Lucidea Grants Workbook & Templates.

## THE LUCIDEA GRANTS WORKBOOK & TEMPLATES

Lucidea has partnered with Rachael Woody of Rachael Cristine Consulting LLC to create a set of invaluable grant writing resources. Our complete toolkit includes a grant directory, case studies of successful grant projects, and a workbook with plug-and-play grant project templates.

This workbook provides an introduction to grant application elements, an overview of information to prepare for each application section, and four sample project templates. These templates are centered on projects for [digitization](#), a [collections management system \(CMS\)](#), [collections assessment](#), and [disaster planning](#).

## A SURVIVOR'S GUIDE TO MUSEUM GRANT WRITING AND THE LUCIDEA WEBINAR SUITE

As you commence your grant work, we recommend you pick up a copy of Rachael's book, *A Survivor's Guide to Museum Grant Writing*. Lucidea is offering free e-copies of her book [here](#). Please also check out Rachael's suite of Lucidea-sponsored webinars on grant writing strategy, available [here](#).

## A NOTE ABOUT LUCIDEA

Lucidea is a leading global collections management, knowledge management and library automation software company, helping clients navigate the ever-expanding universe of information, turning it into actionable knowledge and delightful user or visitor experiences. Through products such as Argus, ArchivEra, SydneyEnterprise, Inmagic Presto, and GeniePlus, Lucidea fulfills its mission of enabling LAM and KM clients to optimize delivery of knowledge, information, and content while achieving financial and operational goals—and to help ensure that collections and information management is tied to organizational strategy. In addition to offering products and services that help ensure the sustainability and success of their clients, Lucidea is committed to offering a program of professional development options for museum professionals, archivists, special librarians, knowledge managers, and other information professionals. The program includes webinars delivered by internal and external experts, the *Think Clearly* blog, conference presentations and panels, a lineup of titles from Lucidea Press, and now the Grants Workbook & Templates.

## A NOTE ABOUT RACHAEL WOODY OF RACHAEL CRISTINE CONSULTING LLC

Rachael provides consulting services to museums, libraries, and archives. She specializes in [grant acquisition for museums, history, and heritage organizations](#). She's also the creator of [Going from Zero to Winning with Grants!](#) and [Growing Grant Success with Better Grant Writing](#), workshops that tour nationally and will soon be available via her [online course suite](#). Previously, Rachael was at the Freer|Sackler Museum of the Smithsonian Institution and the Oregon Wine History Archive at Linfield College. Within both organizations she launched multiple special projects due to her repeated success in grant writing. Rachael is an active member of the American Alliance of Museums, Oregon Museum Association, National Council on Public History, Society of American Archivists, Northwest Archivists, and is an alumna of the Archives Leadership Institute. She's also a popular guest author for Lucidea's [Think Clearly Blog](#).

# Grant Opportunity Application Information

*This section is for your internal notes only. It captures information that you (as the grant writer) will need to reference regularly as you construct the grant. It also helps to convey important grant information to colleagues assisting in the internal grant writing and reviewing process.*

**Granting Agency:** This is the name of the granting agency or foundation.

**Grant Opportunity:** Many granting agencies have multiple grant opportunities they award within. To limit the risk of confusion with teammates, clearly identify which opportunity you intend to apply for.

**Category:** Some large grants may further divide themselves into categories of funding within one funding opportunity. If that's the case, make sure to select which category you're applying for so that you can tailor your application accordingly.

**Link to the Notice of Funding Opportunity:** The majority of grant opportunities will come with a set of guidelines for eligibility and application instructions. Make sure you read through these to determine the suitability of the grant opportunity to your grant project idea. Link to the notice of funding and grant guidelines so that all application collaborators are working from the same, up-to-date document.

**Lexicon:** When reviewing the grant opportunity, highlight words that are used repeatedly to describe successful application criteria. When writing your application, use the same lexicon of words used by the granting agency—using familiar language will aid grant reviewers in quickly identifying the grant project as appropriate and competitive for the grant opportunity.

**Award Range:** Granting agencies will usually provide an award range in the opportunity notice. If there isn't a range listed, view the agency's past award history to get a sense of the range. It's important that your grant project fits within the designated award range, otherwise it won't be eligible for consideration.

**Match Requirements:** Review the grant opportunity and note any match requirements as these usually need to be in place by the time of your application. Matches can vary. Some require ratio matches such as 1:1 or 2:1. There may be an allowance for a portion of the match to be in-kind, while others require a strict cash match. It's important to determine the opportunity's match requirement and judge whether or not it's feasible for your organization. If your organization doesn't meet the specified match requirements, it will be ineligible for the grant award.

**Application Deadline:** Almost every application will have a deadline unless it's a rolling submission; which is rare. Note the deadline and make a plan to create, review, and submit your application several days before the deadline.

**Method of Application Submission:** Every grant opportunity will have a mechanism for application submission. This section is especially important if you have to use an online grant portal. Portals often require an account request and identity verification in advance of any application submission. Please note that the US federal portal Grants.gov recommends account creation at least 6 weeks before any application construction.

## Grant Project Information

*This section is the pro-forma information for the grant application. This section is for basic project and organization information at-a-glance, such as: project title, start and end dates, project abstract, organization background, and a Diversity, Equity, and Inclusion (DEI) statement.*

**Title of Proposed Project:** A title that's short, engaging, and easy to understand.

**Project Start Date:** The date the project will start as dictated by the granting agency. Make sure this date isn't before (or too far after) the agency's listed start date.

**End Date:** The date the project will end on with all grant awards used appropriately. Make sure this date isn't after the agency's listed end date.

**Abstract:** This is a summary of the request. Briefly explain the problem to be solved, needs that will be addressed, and an explanation of how the needs will be addressed and problem solved. This section usually includes your formal ask: "The [Z] organization is asking [Y] granting agency for \$[X] amount of money to [insert: project actions] that solves [insert: problem] and lead to greater [insert: outcomes]."

**Organization Background:** This section is to introduce your organization. Include the organization's mission and speak to how this project directly supports the mission and goals of the organization. If there's room, this is also an opportunity to relate how the project and organization missions match the granting agency's mission.

**Diversity, Equity & Inclusion:** Many granting agencies now require a Diversity, Equity, and Inclusion (DEI) statement. At a minimum, the organization should list their DEI statement and reference any existing policies. It's recommended that applicants: 1. Outline specific actions the organization is taking to implement system-wide DEI practices; 2. List demographics for staff, the board, and the population served; and 3. Speak to how the proposed grant project helps to fulfill the organization's DEI mission.

## Application Elements

*This section is where the real application work begins. The information within this section will change for every grant project you create and apply for. While every grant application will have differing information requirements, these application elements will always be involved. Some grant applications are thorough and outline all the information they require. Other grant applications are brief about the information they need—leaving it up to the person applying to determine what to include and how. If you're new to grants or are applying to a new-to-you grant opportunity, it's important to become familiar with each application element and the information you should include for each. That way, if the elements are titled differently or the information in the application is limited, you still have knowledge of the basic required elements for a successful grant application.*

**Project Scope:** Describe the quality of the project including its scope, activities, and deliverables.

**Project Significance:** Explain the significance of the project to your organization and community. Tie the project's significance to any applicable current events within your region or nationally. If funded, how will this project alter (for the better) the knowledge, behavior, events, trends, etcetera present within your organization, community, and society-at-large.

**Project Outcome<sup>1</sup>:** List and describe all possible outcomes that will result from the project's successful conclusion. Who will benefit from these outcomes and how? Whenever possible, include numbers to help quantify the impact size per outcome.

**Project Plan:** This is where you lay out the project plan with project activities on a timeline and milestone markers that lead to the end.

**Project Evaluation:** Referencing the project timeline, indicate key project benchmarks for success. For example: At [X] milestone you will have [Z] done. Determine how the project will be evaluated; for example by survey, assessment, achievable, etc. Reference the project outcomes identified earlier, outline what success looks like for each outcome, and explain how success will be measured.

**Project Personnel:** Identify the professional personnel needed for the project's success. This can include staff, contractors, and consulting experts. Include resumes, proposals, and bids to help inform the grant reviewers of personnel qualifications and legitimize project costs. These documents will be uploaded as attachments in the supporting documents section of the application.

**Budget & Budget Justification:** As clearly as possible, outline the project costs. Many grant applications will have you use a form, table, or spreadsheet to list costs and indicate whether the grant or another source is covering that cost. Many applications include a "budget narrative" or "budget justification" section. This is where you can provide further explanations on cost—and is especially important for big ticket items. Explain how you arrived at those costs. For example, if it's an external (to the organization) cost provide a bid from that vendor. If the cost is internal and related to project activities, be prepared to "show the math" on how you arrived at that number.<sup>2</sup> If additional funds will be needed to complete the project, be sure to outline how the organization intends to raise those funds.

**Supporting Documents:** Gather any documents that can be used as evidence to help support your grant application. Typical supporting documents are: letters of commitment, letters of support, collection or space assessments, contractor bids, supply lists, etcetera.

<sup>1</sup> There is a difference between deliverables and outcomes. A deliverable is a specific product as a result of the project. For example: 500 digitized items, an education seminar, or a traveling exhibit are all deliverables. An outcome is something more amorphous and results from the project deliverables. Things such as increasing community engagement through targeted educational programming, diversifying narratives within the collection through community-led collecting initiatives, or building equity with the distribution of easy-access technology are all outcomes.

<sup>2</sup> For an example of how to "show the math," please see "How to Construct a Museum Digitization Equation," from Lucidea's Think Clearly Blog, June 5, 2019, <https://lucidea.com/blog/how-to-construct-a-museum-digitization-equation/>.

# Digitization Project

*This is a sample template for a grant application to fund digitization work. This template is intended to serve as a reference guide for what information to include in each application element. Please note that you (the grant writer) will need to provide additional project details and narrative as dictated by your project and the grant opportunity you select.*

[Project Scope](#)

[Project Significance](#)

[Project Outcome](#)

[Project Plan](#)

[Project Evaluation](#)

[Project Personnel](#)

[Budget & Budget Justification](#)

[Supporting Documents](#)

[Attachments](#)

**Project Scope:** Describe the quality of the project including its scope, activities, and deliverables.

The goal of this project is to support the preservation and exhibition of historical materials from [location]’s earliest women’s educational, medical, and religious organizations. Initial work funded by [Organization] found historical assets across three archives: [list locations]. The unavailability of the separated records makes it difficult to determine the interconnection among these institutions; it leaves a gap in our understanding of [location]’s early state history in women’s education, medicine, and religion. If funded, this project will contract with a professional historian to recover these items through research, identification, and review. Historical documents and information contained therein will be preserved by digitization and description. Approximately 200 items and accompanying historical information will be shared through a public-facing digital exhibit, a published research article, and an exhibition at [location]. Bringing these historical assets together provides us an opportunity to evaluate [location]’s development via three of [location]’s oldest institutions.

**Project Significance:** Explain the significance of the project to your organization and community. Tie the project’s significance to any applicable current events within your region or nationally. If funded, how will this project alter (for the better) the knowledge, behavior, events, trends, etc. present within your organization, community, and society-at-large?

[Location]’s earliest institutions have reached major milestones. [Organization] marks 155 years, [Organization] marks 176 years, and organization marks 145 years. This project involves the [Organization] community (students, parents, staff, faculty, alumni, and friends) as well as the communities of [Organization] (past patients, staff, and friends) and [Organization] (church administration and members)—a population of approximately 8,000 people. This investment in our shared history will allow us to learn more about ourselves, why our organizations were founded, and the people, events, and circumstances that were present in our earliest days of existence. With DEI principles to guide us, we intend to tell a more inclusive story with diverse figures based on the materials we uncover. We will critically examine our roles in [location] history through the lens of one of [location]’s earliest all girls’ schools, the hospital known to employ its first black staff person in 1880, and the church that invested in women’s education and hospital services for the people of [location].

**Project Outcome:** List and describe all possible outcomes that will result from the project’s successful conclusion. Who will benefit from these outcomes and how? Whenever possible, include numbers to help quantify the impact size per outcome.

The partners will benefit from historical knowledge gained, and through the availability of the digitized content (200+ items). The content will be used to inform strategic planning, cultivate community relationships, and celebrate organizational identity (e.g., events, displays, marketing collateral). Counting staff at these partner organizations is the simplest way to quantify this benefit: approximately 500 people.

The partner communities will benefit from 200+ historical items newly digitized, described, and published on the digital exhibit platform. There are approximately 8,000 people across our communities who could potentially benefit from the materials.

Public consumers will have easy access to the digitized historical items, descriptions, and research via the digital exhibit, article, and forthcoming physical exhibit. The result is to diminish previously existing barriers between the community and the historical materials. This will inevitably increase community engagement with [location] heritage materials—serving to increase historical awareness and the value of shared culture.

Public consumers of the article are measured at 5,000—the number of subscribers to the [publication]. More public consumers are expected with the article made available through [library catalog].

All [location] and history lovers who visit the public-facing digital exhibit will benefit from new historical materials and the knowledge made available. The current content for [Organization] received 3,000 unique visitors in 2019. This is expected to increase with the inclusion of additional materials by partners.

Local [location] and tourists who visit the future [museum] exhibit (using 2019 visitor numbers for 3-month avg.: 12,000 visitors).

**Project Plan:** This is where you lay out the project plan with project activities on a timeline and milestone markers that lead to the end.

#### PROJECT TIMELINE AT-A-GLANCE:

Phase 1: Identify and digitize historical items across partner locations

Phase 2: Describe historical items and publish them to a digital exhibit

Phase 3: Write and submit an article

Phase 4: Launch physical exhibit

	9	10	11	12	1	2	3	4	5	6	7	8
Phase 1												
Phase 2												
Phase 3												
Phase 4												

**PHASE 1: IDENTIFY & DIGITIZE****September 2020 to January 2021 Project Activities**

The historian digitizes the full extent of materials across partner sites: [Organization] (10 items; appx. 120 pages), [Organization] (90 items; appx. 1600 pages), [Organization] (40 items; 600 pages), and [Organization] (10 items; 900 pages). Milestone: Approximately 200 historical assets are recovered and preserved.

**PHASE 2: DESCRIBE & PUBLISH****January to February 2021 Project Activities**

The historian describes historical items and publishes 200+ items to the digital exhibit. Milestone: Partner communities and the public can now easily access 200+ newly available materials.

**PHASE 3: WRITE & PUBLISH****March to April 2021 Project Activities**

The historian writes an article and submits an exhibit proposal to [museum].

**PHASE 4: LAUNCH THE PHYSICAL EXHIBIT****May to July Project Activities**

The partners work with the historian and [museum] to take the materials gathered, described, and digitized as a result of this project and prepare to mount a physical exhibit.

**Project Evaluation:** By referencing the project timeline, indicate key project benchmarks of success. For example: At [X] milestone you will have [Z] done. Determine how the project will be evaluated, for example by survey, assessment, achievable, etc. Reference the project outcomes identified earlier, outline what success looks like for each outcome, and explain how success will be measured.

**THE [ORGANIZATION] WILL PERFORM THE FOLLOWING BENCHMARK ASSESSMENTS:****September 2020 to January 2021 Project Activities**

The historian digitizes the full extent of materials across partner sites: 200+ digital assets identified and digitized. Historical items are recovered and preserved.

**Benchmarks (measure February 2021):** 1. Did the historian visit each site and digitize 75-100% of the materials? (Due to the fragile state of historical materials it may be impossible to digitize 100% of material). 2. Do the digitized files adhere to [Organization] standards (e.g., 300 DPI for documents, 600 DPI for images)?

**January to February 2021 Project Activities**

The historian describes historical items and publishes 200+ items to digital exhibit. Milestone: Partner communities and the public can now easily access 200+ newly available materials.

**Benchmarks (measure March 2021):** 1. Did the historian create a catalog record for each digitized item that adhered to archival standards (DACS) for description? 2. Have 75-100% of the items been contributed to the digital exhibit and delivered to the partners? 3. Is [grant] sponsorship stated in each record and digital exhibit? 4. Did [Organization] cover the project and announce the digital exhibit in its semi-annual magazine?

**March to April 2021 Project Activities**

The historian writes an article and submits an exhibit proposal to [museum].

**Benchmarks (measure May 2021):** 1. Was an article written and submitted to [publication]? 2. Have the partner institutions issued a project press release to announce the digital exhibit, article, and upcoming [museum] exhibit?

**May to July Project Activities**

The partners work with the historian and [museum] to take the materials gathered, described, and digitized (as a result of this project) and prepare to mount a physical exhibit.

**Benchmarks (measure July 2021):** 1. Has the physical exhibit work begun with the [museum]?

**Project Personnel:** Identify the professional personnel needed for the success of the project. This can include staff, contractors, and consulting experts. Include resumes, proposals, and bids to help inform the grant reviewers of personnel qualifications and legitimize project costs. These documents will be uploaded as attachments in the supporting documents section of the application.

**Contractor Qualifications:** [Organization] will hire [name], a trained historian, to handle and digitize fragile historical material. [Name]'s published with credits at the [Organization] and [Organization]. Please see the attached resume and proposal for more details on contractor credentials and cost.

**Budget & Budget Justification:** As clearly as possible, outline the costs involved for the project. Many grant applications will have you use a form, table, or spreadsheet to list costs and indicate whether the grant or another source is covering that cost. Many applications include a "budget narrative" or "budget justification" section. This is where you can provide further explanations on cost and is especially important for big ticket items. Explain how you arrived at those costs. For example, if it's an external (to the organization) cost then provide a bid from that firm. If the cost is internal and related to project activities then be prepared to "show the math" on how you arrived at that number. If additional funds will be needed to complete the project then be sure to outline how the organization intends to raise those funds.

[Organization] funded the preliminary work and will absorb grant administration costs. A match of \$XXXX is secured from partners. Funding from [grant] is critical to making this project a reality as it will be used as a match against \$XXXX received from the [grant].

[Grant] funding is needed to hire a professional (as none are available at partner sites) to execute the work. In the event of partial funding, description and the digital exhibit can be downsized or eliminated.

**PROJECT COSTS: CONSULTING HISTORIAN (\$XXX/HR) = \$XXXXX\*. TOTAL COST: \$XXXXX. [GRANT]: \$XXXXX; MATCH: \$XXXXX.** \*For a detailed account of activities, hours, and cost, please see the consultant's bid.

**Supporting Documents:** Gather any document that can be used as evidence to help support your grant application. Typical supporting documents are: letters of support, letters of commitment, collection or space assessments, contractor bids, supply list, etcetera.

**Attachments:** Letters of Commitment from partner organizations, Letters of Support from community stakeholders, and consultant's bid and resume.

# Collections Management System (CMS) Project

*This is a sample template for a grant application to fund a collections management system (CMS) project. This template is intended to serve as a reference guide for what information to include in each application element. Please note that you (the grant writer) will need to provide additional project details and narrative as dictated by your project and the grant opportunity you select.*

[Project Scope](#)

[Project Significance](#)

[Project Outcome](#)

[Project Plan](#)

[Project Evaluation](#)

[Project Personnel](#)

[Budget & Budget Justification](#)

[Supporting Documents](#)

[Attachments](#)

**Project Scope:** Describe the quality of the project including its scope, activities, and deliverables.

[Organization]'s collection holds nearly XXXXX physical items, including historical materials unique to [location]. Papers from the founding families document genealogies, early settlement life, and major events. The [Organization]'s earliest records are general ledgers, lien documents, general warrants, planning maps, and pioneer-era cemetery records; and already have historians requesting access. Additionally, there are materials documenting [location]'s growth specific to [list of industries].

## PROJECT GOALS

Engage the community with [Organization]'s recently uncovered archive collection in order to preserve, document, and make accessible local histories and experiences. Objectives to include:

1. The development and launch of [location]'s regional collection via an online portal in order to publish digitized and described materials related to community histories, including photographs, artifacts, texts, and other materials. The online portal will be freely accessible and created with future peer-contributed collections in mind.
2. The creation of program events inspired by the historical materials to encourage community dialogue related to the collection and preservation of local histories.

**Project Significance:** Explain the significance of the project to your organization and community. Tie the project's significance to any applicable current events within your region or nationally. If funded, how will this project alter (for the better) the knowledge, behavior, events, trends, etc. present within your organization, community, and society-at-large?

The collection at [Organization] is currently closed because it is largely unprocessed. As a result, there are no opportunities for the community to access and engage with the collection materials. Furthermore, the primary resources remain largely unused in any local or regional history work being performed. Since work on the collection began, several discoveries have been made by local experts and have contributed to the historical understanding of the region's history. The project historian has used the archive materials to inform

his history book for 4<sup>th</sup> graders, 5<sup>th</sup> grade architecture lessons, history walking tours, and community college lectures. The most recent, and exciting discovery was the bound volumes of [location]'s earliest cemetery records. These records will guide a ground penetrating radar investigation of pioneer burial sites by the National Park Service and [university]'s archaeological field school, in Summer 2021. In order to accommodate more projects like this the collection needs to be digitized, described, and published online via a freely accessible platform. By undertaking this project, [Organization] meets community needs by 1. Publishing [location]'s regional collection to a freely accessible online portal; and 2. Raising community awareness of these materials and engaging the community in dialogue related to the collection and preservation of local histories.

**Project Outcome:** List and describe all possible outcomes that will result from the project's successful conclusion. Who will benefit from these outcomes and how? Whenever possible, include numbers to help quantify the impact size per outcome.

### OUTCOMES

- A fully developed online portal for [location]'s regional collection, to be composed of: photographs, artifacts, texts, and other materials that chronicle local histories and events. The online portal will be constructed and available for future peer-contributed collections.
- A selection of program events inspired by the historical materials to increase community awareness and support community dialogue related to the collection and preservation of local histories.

The target audience for this project is a combination of the local and regional community, and those interested in [location] history. Specifically:

1. Volunteers who help process, digitize, and describe the collection
2. Scholars who work with this area of history
3. Community members who are interested in learning and engaging with local histories
4. Partner institutions interested in sharing digitization equipment and contributing their collections via the resulting online portal
5. [location]'s broader community who will indirectly benefit from the access and promotion of local history

**Project Plan:** This is where you lay out the project plan with project activities on a timeline and milestone markers that lead to the end.

### TIMELINE

**September 1, 2021:** Begin project. Schedule September's Project Kick-Off Meeting and monthly meetings for October, November, and December 2021. Project kick-off Meeting with the team, review [grant] requirements, project goals, and roles and responsibilities

**Phase 1 (October 2019-March 2020): Acquire Technology**

The archivist will 1. Evaluate and recommend a collections management system (CMS) that fits the collection needs with future affordability and peer collection contributors in mind; 2. Work with [Organization] staff to implement the CMS; and 3. Work with [Organization] to acquire digitization equipment and schedule equipment sharing with [Organization].

**Phase 2 (April-August 2020): Setup Equipment, Establish Workflow & Deliver Training**

The archivist will: 1. Setup and trouble-shoot equipment, establish digitization standards, instructions, and workflow for volunteers to follow; 2. Create a catalog template that adheres to *Describing Archives: A Content Standard* (DACS); and 3. Train volunteers and staff on the relevant hardware and software.

**Phase 3 (September 2020-August 2021): Digitize & Describe**

Volunteers will carry out digitization, description work, and publish items to [location]’s online portal. The historian will: 1. Provide identification of historical materials and contextual information critical to their interpretation; and 2. Work with community members and [Organization] to prioritize sets of historical materials for digitization and description. The archivist will periodically review the digitization and description work to ensure that standards and best practices are being adhered to.

**Phase 4 (September 2020-August 2021): Distribution and Assessment**

The historian will craft a set of three (3) programming events to meet community interests and provide an avenue for engaging the community in a dialogue related to the collection and preservation of local histories. The events will tentatively be scheduled for December 2022, April 2023, and August 2023; with locations to include [location], [location], and a [regional conference].

**August 2023:** The project has concluded and the [grant] report is compiled.

**Year 1: September 2021 – August 2022**

Phase:	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1												
2												

**Year 2: September 2022 – August 2023**

Phase:	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
3												
4												

**Project Evaluation:** By referencing the project timeline, indicate key project benchmarks of success. For example: At [X] milestone you will have [Z] done. Determine how the project will be evaluated, for example by survey, assessment, achievable, etc. Reference the project outcomes identified earlier, outline what success looks like for each outcome, and explain how success will be measured.

### DEFINITION OF PROJECT SUCCESS

- The archive collection is more accessible due to the additional descriptive work performed
- A collection management system (CMS) has been selected and implemented
- 500 or more historical items are described and made available online
- 3 or more community events or more have been held

### COLLECTING AND REPORTING DATA ON PROJECT PERFORMANCE GOALS

1. Outcome #1: The project team will develop an outcome rubric that will identify desired levels of success to include how many historical items digitized, described, and published online. Once items are available online, additional statistics will be gathered to measure digital visitor engagement.
2. Outcome #2: Surveys will be given to the attending community members to capture their level of knowledge gained, their enjoyment of the program events, and their feedback on what they found interesting, what they'd like to learn more about, and ideas for different engagement formats they would like to participate in.

**Project Personnel:** Identify the professional personnel needed for the success of the project. This can include staff, contractors, and consulting experts. Include resumes, proposals, and bids to help inform the grant reviewers of personnel qualifications and legitimize project costs. These documents will be uploaded as attachments in the supporting documents section of the application.

### THE TEAM: PEOPLE AND ROLES

#### [Name], project director

[Name] will lead the project and ensure it fits into [Organization]'s current operations to minimize impact on staff. As Library Director and [grant] project director, [Name] will plan and manage the delivery of stated objectives to ensure the project dovetails with [Organization]'s existing work and meet the community's stated needs.

#### [Name], consulting archivist

[Name] has previously worked with [Organization]'s archive collection and her foundational knowledge will allow for the efficient and accurate execution of collection work and project objectives. [Name] will assist in acquisition and construction of the digital infrastructure, workflow creation, and publishing of historical materials online.

#### [Name], consulting historian

[Name] has previously worked with [Organization]'s archival collection and his cultivated knowledge will support evolving the collection into a usable resource. As a local historian and professor, and one who engages with several cross-sections of community members (academic, historic preservationists, tourists, and the general local community) [Name] will research, create, and deliver program content to the community.

**Budget & Budget Justification:** As clearly as possible, outline the project costs. Many grant applications will have you use a form, table, or spreadsheet to list costs and indicate whether the grant or another source is covering that cost. Many applications include a “budget narrative” or “budget justification” section. This is where you can provide further explanations on cost—and is especially important for big ticket items. Explain how you arrived at those costs. For example, if it’s an external (to the organization) cost, provide a bid from that vendor. If the cost is internal and related to project activities, be prepared to “show the math” on how you arrived at that number. If additional funds will be needed to complete the project, be sure to outline how the organization intends to raise those funds.

### 1. SALARIES & WAGES

The Library Director will serve as Project Director and their salary is listed for Year 1 and Year 2 as a cost-share. [Name] will lead the project and ensure it fits into [Organization]’s current operations with the aim to minimize impact on [Organization] staff. As the Library Director and proposed project director, [Name] will plan and manage the delivery of stated objectives to ensure the project dovetails with [Organization]’s existing work and meet the community’s stated needs. Based on past projects, the estimated time the Library Director will dedicate to the oversight and management of the project is 250-hours per year or 5-hours/week for 50 work weeks.

#### Year 1: \$XXXXX

Library Director salary is:  $\$XX/\text{hour} \times XXX\text{-hours} = \$XXXXX$

#### Year 2: \$XXXXX

The Library Director salary is estimated to be  $\$XX$  (in Year 2)  $\times XXX\text{-hours} = \$XXXXX$

**Total Cost-Share for Year 1 & 2: \$21,958**

### 2. FRINGE BENEFITS - NONE

### 3. TRAVEL

#### Year 1: Archivist

The consulting archivist will need to travel to [location] for 1-week of digital infrastructure setup and volunteer training. The consultant will then make periodic 1-2 day trips to assess progress in-person and provide trouble-shooting support. The remainder of the consultant’s services can be delivered virtually.

#### Calculating Cost

Cost for the consulting archivist to travel from [location] to [location]:

Mileage calculated at 2020 IRS rate:  $.XX/\text{mile}$  for  $(XXX\text{ miles roundtrip})$ :  $\$XXX/\text{trip}$

Hotel average rate + taxes:  $\$XXX/\text{night}$

Meals & Incidentals per the 2020 General Services Administration:  $\$XX/\text{day}$

1-week equipment setup and training:  $\$XXXX$

1-2 day trips (appx. 5-7 trips for a total of 8 days):  $\$XXX$

**Total Year 1: \$XXXXX**

#### Year 2: Archivist

The consulting archivist will continue making periodic day trips to assess progress in-person and provide trouble-shooting support. In Year 2 digitization will be in full swing and volunteers will be working consistently.

1-2 day trips (appx. 12 trips for a total of 15 days):  $\$XXXX$

**Historian**

The consulting historian is local to [location]. However, in addition to the planned [location] engagement, the historian is committed to traveling to Portland and a regional conference to provide a community history program. As the regional conference is to be determined, the cost provided is an estimate based on typical conference travel within the geographic region.

**Estimated cost: \$XXXX**

**Total Year 2: \$XXXX**

**Total for Year 1 & 2: \$XXXX**

**4. SUPPLIES**

1. Dropbox Team Standard (for 2-users): **\$XXX/year** (cost: <https://www.dropbox.com/plans?trigger=nr>)
2. Collection Management System (CMS): **\$XXXX/year**
3. Epson Expression Scanner: **\$XXXX** (cost: <https://www.amazon.com/exec/obidos/ASIN/B01N14A19B/hwtrackb1152-20>)
4. MacBook Pro standard (Qty. 2): **\$XXXX** (cost: <https://www.apple.com/macbook-pro/>)
5. Archival Storage & Handling Supplies: **\$XXXX** (cost based on average of previous orders from Gaylord Archival Supply)
6. Table Top Scribe Overhead Scanner (on loan): **\$XXXXX** cost-share

**Total: \$XXXXX; Cost-Share: \$XXXXX**

**5. CONTRACTS & SUBAWARDS**

The consulting archivist charges **\$XXX/hour** and will receive a **\$XXXXX/year stipend** (appx. 100-hours/year) for a total of **\$XXXXX** over 2-years.

The consulting historian charges **\$XXX/hour** and will receive a **\$XXXXX stipend** in Year-2 (appx. 100-hours)

**Total: \$XXXXX**

**6. STUDENT COSTS - NONE****7. OTHER COSTS - NONE**

**GRAND TOTAL FOR [GRANT]: \$XXXXX; TOTAL COST-SHARE: \$XXXXX**

**Supporting Documents:** Gather any documents that can be used as evidence to help support your grant application. Typical supporting documents are: letters of commitment, letters of support, collection or space assessments, contractor bids, supply list, etcetera.

**Attachments:** Letters of Commitment, Letters of Support from community stakeholders, consultant bids and resumes, CMS product information and cost sheet.

# Collections Assessment Project

*This is a sample template for a grant application to fund a collections assessment. This template is intended to serve as a reference point for what information can be included in each application element. Please note that you (the grant writer) will need to add in additional project details and narrative as dictated by your project and the grant opportunity you select.*

[Project Scope](#)

[Project Significance](#)

[Project Outcome](#)

[Project Plan](#)

[Project Evaluation](#)

[Project Personnel](#)

[Budget & Budget Justification](#)

[Supporting Documents](#)

[Attachments](#)

**Project Scope:** Describe the quality of the project including its scope, activities, and deliverables.

The [Organization] collection has been housed in the historic home garage since 1950. The collection items in storage range from historical family documents and photographs to antique items that cannot be displayed due to space restrictions. The garage is subject to temperature and humidity fluctuations which are particularly bad during the summer. While the [Organization] has done what it can't to help mitigate collection risk due to pests, mold, and lack of climate control, we fear there is still significant damage being done every year. The [Organization] is seeking \$XXXXX to hire a collections specialist to perform an onsite assessment of our space and collections. Upon completion of the onsite assessment the specialist will deliver a report outlining their findings and list prioritized actions the [Organization] should take in order to protect and store the collections according to industry standards. A portion of the remaining funds will be used to acquire storage supplies and climate control equipment recommended by the specialist while we seek additional funding for a space retrofit that meets the specialist's recommendations for permanent, long-term storage.

**Project Significance:** Explain the significance of the project to your organization and community. Tie the project's significance to any applicable current events within your region or nationally. If funded, how will this project alter (for the better) the knowledge, behavior, events, trends, etc. present within your organization, community, and society-at-large.

The [Organization] historic home is one of the oldest homes in [location]. Originally built as a family home in the 19<sup>th</sup> century, [name and name], daughters of [name], turned it into an orphanage to house and care for the growing population of homeless children in the city. (The orphan population increased steadily after WWI, the Spanish Flu, and WWII.) This was before a city-orphanage was established in [location] and only the city hospital and churches were providing orphans with meals, clothing, and temporary shelter. The [Organization] became the first place in [location] to offer long-term or permanent housing to children until the age of 18. Since becoming a historically designated home in 2004, the [Organization] has worked toward converting what was a dilapidated building at risk of being condemned, to a house museum open to the public. [Organization] has made great strides to update the main home and create exhibition and learning spaces; however, there isn't room to display the entire collection. Historic items not on display and the archival materials created by the family and orphanage are stored within the carriage house turned garage. With [location] grappling with homelessness and housing insecurity increases—a nationwide problem as homelessness increased by 3% in 2019 according to [EndHomelessness.org](#)—we believe the protection of and access to these historical records is critical. City planners and historians have both indicated their interest in the historic orphanage and wish to better understand the [location]'s

previous attitude and actions toward homelessness. (Please see our letters of support to this effect). We believe this collection can help contextualize the [location]'s previous strategies on homelessness and inform the [location]'s strategy moving forward. Additionally, in 2019 the American Alliance of Museum's *TrendsWatch* report included [Homelessness and Housing Insecurity](#) as a program-area museums can and should engage in as part of our community-centered role. But, before we can organize, digitize, and work with the historical materials, we must make sure they are cared for so that they will be available for the long-term work ahead of us.

**Project Outcome:** List and describe all possible outcomes that will result from the project's successful conclusion. Who will benefit from these outcomes and how? Whenever possible, include numbers to help quantify the impact size per outcome.

**Deliverables:** The project will deliver a collections assessment created by a museum and archives collection expert. The assessment will provide a real-time account of the current physical condition of the collection as well as provide prioritized, actionable steps the [Organization] can take to better store and protect the materials. With the remaining money from this award, the [Organization] will acquire storage materials and equipment to better mitigate preservation issues while we seek further funding to complete a renovation of the space.

**Outcomes:** 1. The [Organization] will have a more accurate understanding of the preservation issues present and how we can mitigate them until a permanent action (renovation) can be taken. 2. The [Organization] will have a summary description of the materials and an account of the size of the collection to help inform future project work of collection organization, description, and digitization. 3. The [Organization] will be able to use the report to inform both city planners and historians of what materials are available and solicit their help in seeking additional funding and finding ways to use the collection to help inform research, public knowledge of homelessness, and city planning. This will help increase the contextual, background knowledge of the [location]'s past history with homelessness efforts which will likely aid in the development of community-appropriate policy.

**Benefits:** The [Organization] facilitates an average of 20 researchers a year, all who wish they had better access to the archival materials, and 10 of which have indicated an interest in researching the [location]'s past work with orphanages and homelessness. Additionally, the [Organization] anticipates interest and use from the city planning commission, a committee of 12 people and a staff size of 36. The organization also wishes to help support nonprofits who are actively working to solve the homelessness and housing insecurity crisis. The main nonprofits doing this work in [location] are: [name], [name], and [name]. The [Organization] hopes to use this project to raise awareness of the issue, as well as help spotlight the work these organizations are doing. These nonprofits currently serve a homelessness or housing-insecure population of approximately 800.

**Project Plan:** This is where you lay out the project plan with project activities on a timeline and milestone markers that lead to the end.

**September 2020:** The project is awarded and the [Organization] formally contracts with the consulting collection assessment expert. Travel arrangements are made for the specialist to come onsite in October 2020.

**October 2020:** The consultant spends a week onsite to assess the collection storage space and current physical state of the collections.

**November-December 2020:** The consultant compiles their findings into a report.

**January 2021:** The consultant delivers the report and gives a presentation overview to the organization, board, and invited stakeholders.

**February-March 2021:** The [Organization] works on the prioritized activities, acquires recommend supplies and equipment, and begins preparation to apply for storage renovation.

**April-August 2021:** The [Organization] applies to a few selected grants to raise money for the collection storage renovation and next steps to making the collection available. A final report is compiled and sent to [granting agency].

**Project Evaluation:** By referencing the project timeline, indicate key project benchmarks of success. For example: At [X] milestone you will have [Z] done. Determine how the project will be evaluated, for example by survey, assessment, achievable, etc. Reference the project outcomes identified earlier, outline what success looks like for each outcome, and explain how success will be measured.

Given the limited scope of the project there are only two indicators for a “yes/no” success measurement: 1. The collection space is assessed and the consultant’s report is delivered, covering the areas outlined in the agreement, and references best practices known in the field. And 2. The [Organization] implements the prioritized recommendations to the best of our ability and moves forward with seeking additional funding.

**Project Personnel:** Identify the professional personnel needed for the success of the project. This can include staff, contractors, and consulting experts. Include resumes, proposals, and bids to help inform the grant reviewers of personnel qualifications and legitimize project costs. These documents will be uploaded as attachments in the supporting documents section of the application.

**Historical Collections Consultant:** [Organization] will hire [name], a museum and archives collections consultant to assess the collections storage and preservation issues. Please see the attached resume and proposal for more details on contractor credentials and cost.

**Budget & Budget Justification:** As clearly as possible, outline the costs involved for the project. Many grant applications will have you use a form, table, or spreadsheet to list costs and indicate whether the grant or another source is covering that cost. Many applications include a “budget narrative” or “budget justification” section. This is where you can provide further explanations on cost and is especially important for big ticket items. Explain how you arrived at those costs. For example, if it’s an external (to the organization) cost then provide a bid from that firm. If the cost is internal and related to project activities then be prepared to “show the math” on how you arrived at that number. If additional funds will be needed to complete the project then be sure to outline how the organization intends to raise those funds.

[Grant] funding is needed to hire a consultant to perform the collections assessment and provide professional recommendations on how to better store and preserve our historical materials. The [Organization] intends to use the consultant’s report to seek additional grants and approach our donors with specific asks that will help renovate the current storage site to meet the specifications outlined by the consultant.

**PROJECT COSTS: CONSULTING HISTORIAN (\$XXX/HR) = \$XXXXX\*. TOTAL COST: \$XXXXX. [GRANT]: \$XXXXX.**

\*For a detailed account of activities, hours, and cost, please see the consultant’s bid.

**Supporting Documents:** Gather any document that can be used as evidence to help support your grant application. Typical supporting documents are: letters of support, letters of commitment, collection or space assessments, contractor bids, supply list, etcetera.

**Attachments:** Letters of Support from community stakeholders, and consultant's bid and resume.

# Disaster Planning Project

*This is a sample template for a grant application to fund disaster planning. This template is intended to serve as a reference guide for what information to include in each application element. Please note that you (the grant writer) will need to provide additional project details and narrative as dictated by your project and the grant opportunity you select*

[Project Scope](#)

[Project Significance](#)

[Project Outcome](#)

[Project Plan](#)

[Project Evaluation](#)

[Project Personnel](#)

[Budget & Budget Justification](#)

[Supporting Documents](#)

[Attachments](#)

**Project Scope:** Describe the quality of the project including its scope, activities, and deliverables.

The [Organization] is [location]'s #1 tourist destination for [region] art and culture. The building was built in 1995, and while it's only 25 years old, it wasn't built with disaster preparedness in mind. Architectural flourishes were valued over practical collection protection, which has been made all the more obvious as we face the growing intensity of climate change-fueled disasters. The [Organization] wishes to engage a disaster preparedness consultant to assess the collection space and provide a report that outlines both architectural and human responses the [Organization] can adopt to increase its resilience against all disasters—including those made worse with climate change.

**Project Significance:** Explain the significance of the project to your organization and community. Tie the project's significance to any applicable current events within your region or nationally. If funded, how will this project alter (for the better) the knowledge, behavior, events, trends, etc. present with your organization, community, and society-at-large?

In 2019, the World Meteorological Organization [confirmed](#) that in the last decade climate change has accelerated at a rate faster than previously forecasted. The effects of climate change have intensified, bringing a proliferation of droughts, dangerous fires, and "once in a lifetime" storms. Museums, archives, and special collections—with one-of-a-kind collections—now need to account for increased geographic spread and intensity of disaster versus the previously prepared for, and relatively geographically contained: fires, earthquakes, and floods. Museums must now become climate resilient with plans for rapid response against these disasters in the form of architectural design and human response. Once the assessment and report are completed by the consultant, the [Organization] will share all research, evidence, examples, and recommendations with its peer organizations in the geographic region because we all face similar disaster risks. Specifically, the [name] and [name] will be invited to the consultant's presentation and will receive their own copies of the report for their use. The three organizations will then partner to seek additional funding from the city of [location] and regional foundations to help us implement the more expensive aspects of the report; likely to include architectural adjustments.

**Project Outcome:** List and describe all possible outcomes that will result from the project’s successful conclusion. Who will benefit from these outcomes and how? Whenever possible, include numbers to help quantify the impact size per outcome.

**Deliverables:** The consultant will conduct and provide an assessment of the [Organization]’s current state, the risk and anticipated impact of various disasters specific to our geographic region, and recommendations for both architectural and human responses to mitigate disasters—with particular attention given to super-sized or broad-scale disasters resulting from climate change. The consultant will deliver a presentation where [Organization] staff, stakeholders, partner organizations, and city officials will be invited.

**Outcomes:** The [Organization] will own a detailed, science-based account of the disaster risks specific to our building and region. This report will be used as an educational tool to speak with our stakeholders and advocate for climate policy changes to help mitigate our climate change risks. The report and presentation will help increase awareness of the issue, expand our understanding of the disasters we face, and show us what we can do to mitigate them. While this knowledge will be daunting, it also serves to empower our organizations to do what we can at our respective buildings—as well as encourage climate-change policies at a regional and national level. The partners will share a summary of the findings and the work undertaken thus far with relevant museum and cultural heritage journals and conferences.

**Benefits:** The XXXXX-item collection at [Organization] will directly benefit, in addition to [partner] and [partner] with their combined XXXXXX items. This has the knock-on effect of benefiting our approximately XXXXXX unique in-person visitors (based on 2019 numbers for all three organizations). With our focus on education and awareness, we also intend to include our city council (12 members) and the city mayor. If the [Organization] can help to support climate change-mitigation policies, our immediate geographic region (population of 3-million) will also benefit in the long-term.

**Project Plan:** This is where you lay out the project plan with project activities on a timeline and milestone markers that lead to the end.

**September 2020:** The project is awarded and the [Organization] formally contracts with the disaster preparedness consultant. Travel arrangements are made for the consultant to come onsite in October 2020.

**October 2020:** The consultant spends a week onsite to assess the building and collections and meet with any staff or stakeholders the consultant deems relevant.

**November-December 2020:** The consultant compiles their findings into a report.

**January 2021:** The consultant delivers the report to the [Organization] for questions, comments, and requests for further detail or expansion.

**February 2021:** The consultant returns an edited copy for the [Organization] to finalize.

**March 2021:** The consultant prepares and delivers a presentation overview to the organization, board, invited stakeholders, partner museums, collection specialists within our geographic area, and city officials.

**April 2021:** The [Organization] works with partners to convene and assemble a committee, prioritize action items, and gather costs for recommendations.

**May-August 2021:** The partners work together to apply for collaborative funding to address architectural reforms, acquire staff training, and purchase disaster supplies. The partners will also meet with city officials to determine how they can support climate policy and protect unique collections in the region.

**Project Evaluation:** By referencing the project timeline, indicate key project benchmarks of success. For example: At [X] milestone you will have [Z] done. Determine how the project will be evaluated, for example by survey, assessment, achievable, etc. Reference the project outcomes identified earlier, outline what success looks like for each outcome, and explain how success will be measured.

The scope of the project lends itself to “yes/no” success indicators: 1. The consultant’s report is delivered and covers the areas outlined in the agreement, references applicable science-based reports, calculates accurate risk metrics, and applies best practices known in the field as appropriate. And 2. The [Organization] shares the assessment and recommendations with partners and city officials.

**Project Personnel:** Identify the professional personnel needed for the success of the project. This can include staff, contractors, and consulting experts. Include resumes, proposals, and bids to help inform the grant reviewers of personnel qualifications and legitimize project costs. These documents will be uploaded as attachments in the supporting documents section of the application.

**Historical Collections Consultant:** [Organization] will hire [name], a disaster preparedness consultant, to assess the building and potential disaster issues. Please see the attached resume and proposal for more details on contractor credentials and cost.

**Budget & Budget Justification:** As clearly as possible, outline the project costs. Many grant applications will have you use a form, table, or spreadsheet to list costs and indicate whether the grant or another source is covering that cost. Many applications include a “budget narrative” or “budget justification” section. This is where you can provide further explanations on cost—and is especially important for big ticket items. Explain how you arrived at those costs. For example, if it’s an external (to the organization) cost, provide a bid from that vendor. If the cost is internal and related to project activities, be prepared to “show the math” on how you arrived at that number. If additional funds will be needed to complete the project, be sure to outline how the organization intends to raise those funds.

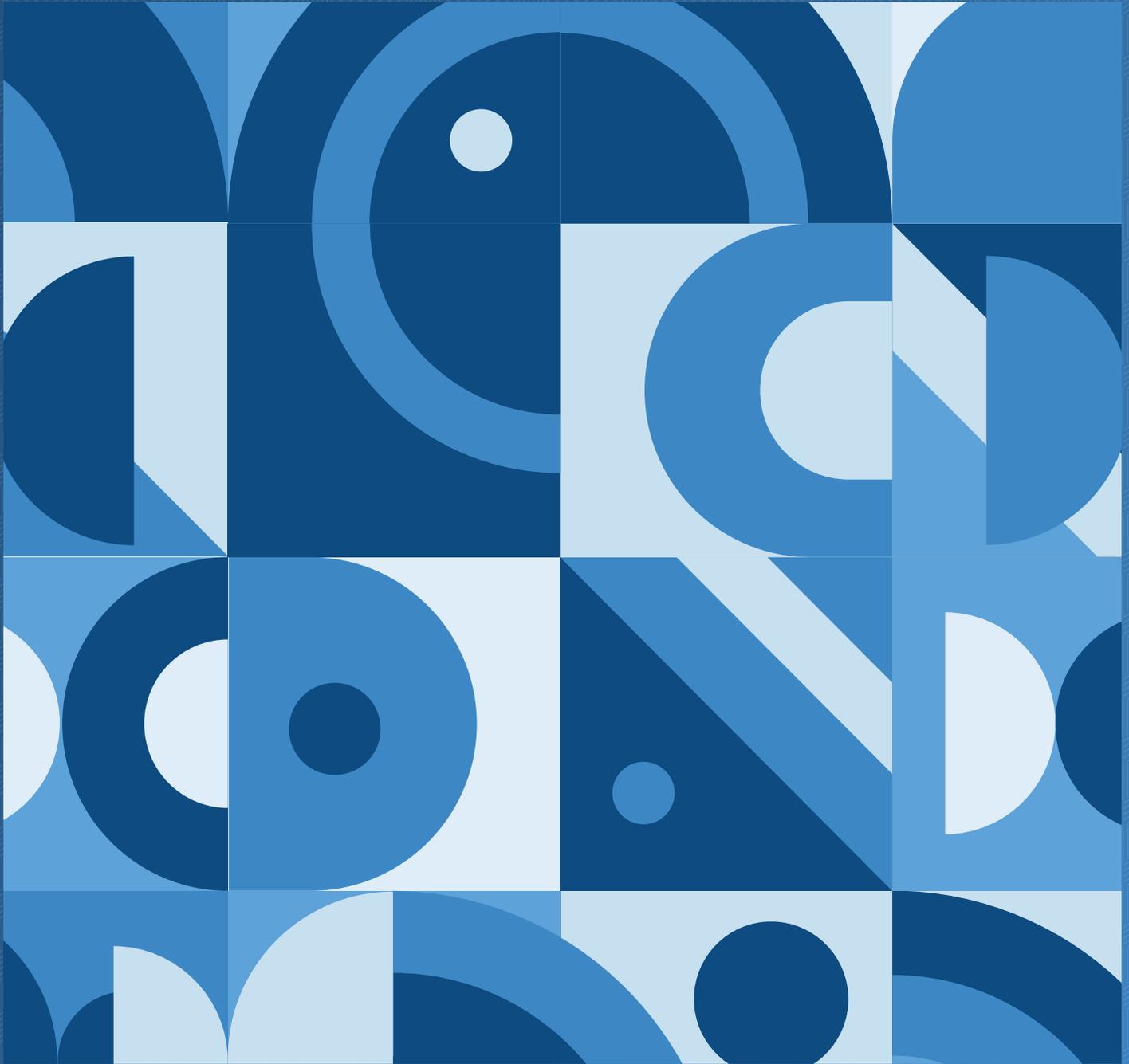
[Grant] funding is needed to hire a consultant to perform the disaster risk analysis and provide recommendations on how to mitigate risk specific to our building’s architecture and the region’s climate change induced disasters. The partners intend to use the consultant’s report to seek additional grants that will fund architecture correction, staff trainings, and supplies.

**PROJECT COSTS: CONSULTING HISTORIAN (\$XXX/HR) = \$XXXXX\*. TOTAL COST: \$XXXXX. [GRANT]: \$XXXXX.**

\*For a detailed account of activities, hours, and cost, please see the consultant’s bid.

**Supporting Documents:** Gather any documents that can be used as evidence to help support your grant application. Typical supporting documents are: letters of commitment, letters of support, collection or space assessments, contractor bids, supply lists, etcetera.

**Attachments:** Letters of Commitment from partner organizations and city officials, Letters of Support from community stakeholders, and consultant’s bid and resume.



## CONTACT LUCIDEA

For further information about our library automation and collections management software, including services, pricing or references, contact us at:

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