

RESOURCES FOR SMALL GRANT PROJECTS



**Getting Things Done with Limited Time and Staffing:
The Benefits of a Small Grant Project**

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Identifying a Project

Start with an idea

- Browse the ideas at "23 Things for Archivists" to get some inspiration: <http://23things4archivists.pbworks.com>
- Pick something that *already* gets heavy use
- Pick something that deserves *more* use (i.e. not enough people know about it)
- Pick something that pairs with an event or anniversary
- "Listen in" on the H-Net discussion networks to find out what people are talking about: <https://networks.h-net.org/networks>

Check on legality and privacy

Make sure you can digitize (i.e. "transform") and provide web access (i.e. "publish") the materials you plan to work with.

For copyright concerns, consult the following:

- Copyright and Public Domain:
<http://copyright.cornell.edu/resources/publicdomain.cfm>
- Digital Image Rights Computator (DIRC): <http://dirc.vraweb.org/>
- Section 108 spinner:
<http://www.librarycopyright.net/resources/spinner/>
- A variety of tools: <http://fairuse.stanford.edu/charts-and-tools/>

For culturally sensitive materials, consult the following:

- Protocols for Native American Archival Materials:
<http://www.firstarchivistscircle.org/protocols.htm>

Finding Funding

National (these tend to be large grants)

Institute for Museum and Library Services:

- <http://www.ims.gov/applicants/detail.aspx?GrantId=19>

National Historical Publications and Records Commission:

- <http://www.archives.gov/nhprc/announcement/>

National Endowment for the Humanities:

- <http://www.neh.gov/grants/preservation/humanities-collections-and-reference-resources>
- <http://www.neh.gov/grants/public/museums-libraries-and-cultural-organizations-implementation-grants>

Regional

- Library of Congress Guide to Foundation Grants for Libraries, Archives and Museums:
<http://www.loc.gov/preservation/about/foundtn-grants.pdf>
- Silos and Smokestacks:
<http://www.silosandsmokestacks.org/partner/grant-opportunities/>

Local/State

- **Illinois:**
<http://www.cyberdriveillinois.com/departments/archives/ISHRAB/grants.html>
- **Iowa:** <http://www.iowahistory.org/about/grants/hrdp/index.html>
- **Minnesota:** <http://www.mnhs.org/shrab/funding>

Writing the Proposal

General Proposal Tips

The number one tip for proposal writing is to explicitly match the grant narrative to the goals and purposes of the grant you have applied for. The second major tip is to follow directions thoroughly.

- "Writing a Successful Grant Proposal":
<http://www.mcf.org/nonprofits/successful-grant-proposal>
- Proposal Writing Short Course:
<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

Budgeting

Yes, you will have to provide a budget. For small grants these can be quite simple, but your budget still has to be realistic for the project you are proposing.

- Proposal Budgeting Basics:
http://foundationcenter.org/getstarted/tutorials/prop_budgt/index.html

Sample Applications

- Institute of Museum and Library Services:
http://www.imls.gov/applicants/sample_applications.aspx

Logistics

Workflow and Project Management

Even small grant projects require managing time and resources. Here are some free tools to keep everyone on track.

- AceProject: <http://www.aceproject.com/>
- BaseCamp: <https://basecamp.com/>
- Zoho: <https://www.zoho.com/projects/>
- ProjectMind's Quick Guide to Project Management:
<http://www.projectminds.com/Ebook.html>

Developing a Budget

- See the "budgets" information at NonProfit Works:
<http://www.nonprofitworks.com/downloads/default.asp>
- Guide to budget terminology: <http://tinyurl.com/grantterminology>

Access and Outreach

"Publish" it for free

flickr - <https://www.flickr.com/>

Use to create digital albums.

- Example: Mennonite Church USA Archives
<https://www.flickr.com/photos/mennonitechurchusa-archives/sets/>
- Example: Luther College Archives
<https://www.flickr.com/photos/luthercollegearchives/sets/>

History Pin - <http://www.historypin.org/>

Use to create digital collections, guided "tours," and map old images to current street views.

- Example: Friends of Historic Boonville, Missouri
<http://www.historypin.org/channels/view/41162>

PictoBrowser - <http://www.db798.com/pictobrowser/>

Use to create slide galleries for blogs.

Vimeo - <https://vimeo.com/plus>

Use to share video and audio. Has both free and paid options.

- Example: Rapid City Public Library
<https://vimeo.com/rapidcitylibrary/channels>

YouTube - <https://www.youtube.com/nonprofits>

Use to share video. Has additional features for members of the nonprofit program.

- Example: Danish Immigrant Museum
<https://www.youtube.com/user/DanishMuseum>

Check to make sure it is accessible

Web Accessibility Evaluation Tool (WAVE): <http://wave.webaim.org/>

Visit Us on the Web



Blog

<http://isuspecialcollections.wordpress.com/>



Facebook

<http://bit.ly/ISUArchivesFB>



Flickr

<http://www.flickr.com/photos/isuspecialcollections/>



iTunes U

<http://tinyurl.com/ISUArchivesITU>



Scribd

<http://www.scribd.com/ISUSpecialCollections>



Twitter

http://twitter.com/ISU_Archives



YouTube

<http://www.youtube.com/user/ISUSpecialCollections>

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