

From the Stacks



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A Basic Introduction to Grant Writing for Library and Archives

By Nora Lewis, Director of Library and Archives

Finding grant funding for library and archives projects can be a daunting task. Private foundations as well as federal and state agencies offer grant opportunities that are suited to library and archives projects. Many grant competitions are offered on an annual basis and will support single and multi-year projects.

When researching grants and brainstorming possible projects, it is vital to be mindful of your organization's mission and strategic plan. Not only do grant proposals have to be competitive in the eyes of the funder, you must demonstrate that the project falls within the scope of the organization's mission and goals. It is helpful, and often required, to have a written mission statement and strategic plan to guide you in the proposal development process. If your organization does not have these documents in place, advocate their creation to your administration. Using the argument that a mission statement and strategic plan will help to bring funding into the organization should grab their attention.

Federal granting organizations such as the National Endowment for the Humanities (NEH), the National Historical Publications and Records

Commission (NHPRC), and the Institute for Museums and Library Services (IMLS) make available competitive grant funds for a variety of library, archives, and history programming. Eligible activities range from basic processing of archival collections, digitization projects, collection conservation, building preservation, educational programming, and endowment building. Applying for a federal grant requires a lot of forethought, dedicated time and effort by various organization staff, and the ability to clearly convey your project in the form of a written proposal. Awards from federal grant programs may range from \$1,000 to over \$1 million depending on the project; the majority of federal grants require a significant resource match from the awardees.

When the federal budget allows, the NHPRC also provides money to states to administer grants to libraries and archives. In Georgia, the Georgia Historical Records Advisory Board (GHRAB) is the entity that manages these federal re-granting funds. The application process for GHRAB grants is much more manageable for smaller organizations or for those attempting their first public sector grant application. Like federal grants, state grants typically require a resource match from the awardees.

From the Stacks *(cont.)*

Foundations are another source of potential grant funds for library and archives projects and for the novice grant-seeker the grant application process will often prove less intimidating than federal or state opportunities. It is important for the grant-seeker to thoroughly research a foundation to ensure that your project and needs match the foundation's stated giving priorities and interests. In researching foundations, think broadly. Many foundations will fund projects if they relate to a specific geographic area (such as a local community foundation) or broad areas of interest (such as education, cultural programs, etc.). If a foundation's mission or stated interests do not include libraries specifically, it may still be worth contacting the foundation to gauge their interest in your project. Foundation grants do not typically require a resource match commitment.

Since grant applications require a lot of detailed information it is wise to begin the process as soon as possible. The majority of federal agencies require grant applications to be submitted electronically via www.Grants.gov. Well in advance of the grant deadline be certain to set up your organization's Grants.gov account as this is required to submit your application online. The last thing you want is to be frazzled about the technology when you are coming down to the wire on completing your proposal.

One of your best resources during the grant writing process is the granting agency's program officer. Many grant-makers have program officers available by phone or e-mail to provide answers to specific questions about your project and the application process. Many federal agency program officers are available to read and provide feedback on your draft proposal, provided you are able to meet their draft review deadline. This may seem like a step you would like to skip, especially since the draft must be completed on average six weeks before the submission deadline, but it can be a crucial step. Along these same lines, it is also a good idea to have outside individuals who are experts in the area of your proposed project to read and provide feedback on your draft application.

While navigating the grants research and application process can be tricky, keeping in mind the following tips may help:

- Review your mission and strategic plan
- Research grant opportunities, reviewing grant guidelines carefully to make sure your organization and project qualify
- Secure the support of your administration, making sure they clearly understand any resource match requirement involved and the impact of the project on existing staff and operations
- Consider collaborating with other institutions, when reasonable. Partnerships allow for organizations' to capitalize on one another's strengths while also extending the reach of the project, and thereby the impact of granted funds
- Practice good time management and begin your application early. Make certain that everyone involved in writing the proposal knows what they are responsible for and when it is due
- Contact grant agency program officers whenever you have questions before and during the creation of your proposal
- Establish any accounts or logins for online submission of your application well in advance of the deadline
- Ask other professionals outside of your department and/or organization to read your draft proposal and provide feedback
- Submit your proposal early or on time. Late submissions are not acceptable

To find out more about available grant funding, visit:

www.grants.gov

www.neh.gov

www.imls.gov

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

www.sos.ga.gov/archives

<http://foundationcenter.org>

<http://www.loc.gov/preserv/foundtn-grants.html>

Opportunities for Professional Development from SOLINET

SOLINET, Inc., the Southeastern Library Network, is pleased to announce its Spring 2008 Preservation classes.

Introduction to Preservation

Thursday, April 17 with mandatory follow-up April 24 and May 1

Live Online Class, 2 - 4 pm EST

\$145.00 for SOLINET members, \$195.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/2dtxq8>

Introduction to Grants for Preservation

Friday, April 18

Live Online Class, 10 - 12 pm EST

\$100.00 for SOLINET members, \$150.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/76eeb>

Basic Digital Stewardship

Friday, April 25

Live Online Class, 10 - 12 pm EST

\$100.00 for SOLINET members, \$150.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/wsfq3>

Disaster Preparedness

Tuesday, April 29

Florida State Univ., Tallahassee, FL, 9 - 4 pm

\$145.00 for SOLINET members, \$195.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/b3zlv>

Developing A Disaster Plan

Wednesday, April 30 with mandatory follow-up May 14 and 28

Live Online Class, 2 - 4 pm EST

\$145.00 for SOLINET members, \$195.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/da7ex>

Emergency 911: Decision-Making for Managers

Friday, May 2

Live Online Class, 10 am to 12 pm EST

\$100.00 for SOLINET members, \$150.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/2syspq>

Basic Exhibit Preparation

Friday, May 16

Alabama A&M University, Normal, AL, 9 - 4 pm

\$170.00 for SOLINET members, \$220.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/b7mrv>

Grant Writing For Digitization and Preservation Projects

Tuesday-Thursday, May 20-22, three days

Live Online Class, 2 - 4 pm EST

\$195.00 for SOLINET members, \$245.00 for non-members; early bird discounts and late fees may apply. Link for more information:

<http://tinyurl.com/33lhha>

For more information visit SOLINET online at

<http://www.solinet.net/>.

GHS Calendar

- **April 17, 2008** – Various locations in Savannah
 - **Annual Membership Meeting** – GHS headquarters, 501 Whitaker Street
 - **Garden Party**
 - Reservations required, contact Dianne Snodgrass at 912.651.2125, ext. 20 or visit www.georgiahistory.com
- **April 25-26, 2008** – GHS Headquarters, 501 Whitaker Street, Savannah
 - **Annual Book Sale**, proceeds benefit GHS library and archives
- **May 8, 2008** – GHS Headquarters, 501 Whitaker Street, Savannah
 - **Diehard Rebels: The Confederate Culture of Invincibility** lecture by Jason Phillips
 - *book sale and signing to follow*

From the Affiliates

Georgia Historical Society

**Annual Book Sale**

April 25, 2008, Members only 9 – 10:00 a.m.

open to public 10:00 a.m. - 6:00 p.m.

April 26, 2008, from 10:00 a.m. - 6:00 p.m.

The Georgia Historical Society (GHS) will hold its Annual Book Sale on Friday, April 25, 2008, and Saturday, April 26, 2008, in the Reading Room of Hodgson Hall (501 Whitaker Street, Savannah). Book Sale hours are 10:00 a.m. to 6:00 p.m. on Friday and Saturday.

Georgia Historical Society members will have the first opportunity to browse and purchase on Friday, April 25th from 9 a.m. until 10 a.m. before the sale opens to the public at 10 a.m. Proof of membership is required. Come find rare titles, history, biography, general non-fiction, local interest titles, popular fiction, and more! All books are priced to sell and proceeds benefit the GHS library and archives and are used to purchase and preserve additional books and manuscript materials for the Georgia Historical Society's collection.

All books sold have been donated to GHS and are not part of the Society's collection. Donated books for the Book Sale will be accepted through Friday, April 18, 2008. All donations are tax deductible.

For more information on the Georgia Historical Society, please visit www.georgiahistory.com or call us at 912-651-2125.

Ships of the Sea Museum**Tale of Two Savannahs**

May 19, 2008, reception 5:30 – 6:00 p.m.

Symposium 6:00 – 9:00 p.m.

On May 19, 2008, Ships of the Sea will present a symposium on the history of two ships to bear the name of Georgia's first city. Speakers include:

Paul F. Johnston - Curator of Maritime History at the Smithsonian Institution and SS *Savannah* expert.

Erhard Koehler - Manager, NS *Savannah* Programs, United States Maritime Administration (MARAD).

Wayne Britz - Served four years on the NS *Savannah* as reactor operator, deck officer, health physicist and radiochemist.

Bill Teale - Son of the president of the New York Shipbuilding Corporation where the NS *Savannah* was built.

Michael Jordan - Premiering his half hour documentary *Atoms for Peace: The Nuclear Ship Savannah*.

The Museum will be open to attendees following the symposium.

Admission is free and seating will be on a first-come-first-served basis.

For more information contact: **Karl DeVries** at karldevries@shipsofthesea.org, or by phone at 912-232-1511

Johnson County Historical Society**150 Year Birthday Celebration**

June 28 – July 4, 2008

The Johnson County Historical Society will be holding a week long birthday celebration commemorating the county's 150th birthday. Beginning **June 28th** - with a kick-off breakfast and a PowerPoint history of Johnson County. **June 29th** - Old Union Church services and veterans service. **July 3rd** - fireworks. **July 4th** - parade, marathon races, arts & crafts, window contests, BBQ, sack and pedal tractor races, beard contest, log cutting, tractor show, streetdance & more. No admission charge to festival. For information on craft set-up, tractor show, etc. please call 478-232-5913 or 478-864-1700 or 478-299-3284. The society is offering a limited edition minted coin in honor of the county's birthday. Coins are \$21.34 including tax. Johnson County Historical Society, p. o. box 87, Wrightsville, GA 31096.

From the Affiliates (cont.)

Historic Effingham

Olde Effingham Days

April 18-19, 2008, various times

Dining and Dancing Under the Stars

April 18, 2008, from 7:00 -10:00 pm

In Old Courthouse & Judicial Complex Square in Springfield, Georgia. Live Music provided by Leon Jacobs playing Oldies, Country, Beach & Rock. Food vendors open during dancing.

Olde Effingham Days Festival

April 19, 2008, from 10:00 am – 5:30 pm

In Courthouse Square, Springfield, Georgia, parking at north end of Ash Street with shuttles.

Opening Ceremonies 10:00 am with a procession of Vintage Tractors and Cars following the ceremony at Courthouse Square.

Springfield & Rincon Garden Clubs Flower Show:

“Birds & Blooms” 1 - 5 pm in Administrative Complex on Laurel St.

Swinging Medallions will perform 3 times (45 minute sets) beginning at 6:00 pm.

Historic Effingham Society at 1002 N Pine will offer: Tours of Living History Site & Museum & Gift Shop, featuring 20+ Old-Time Demonstration from Days gone by, Games & Old-Time Activities for the Children, Picking & Grinning on the Porches, Unveiling of our new 1700s Gnann Summerhouse, Tool Demonstrations, Food & Bake Sale, Confederate Veteran Encampment & Reenactments. Hosted by Camp Davis Sons of Confederate Veterans; for further info contact 912-754-3301

Congratulations!

to the **Lucy Craft-Laney Museum of Black History** on it's receipt of the IMLS Connecting to Collections Bookshelf. Opened in 1991, The Lucy Craft Laney Museum is the only African American Museum in the Central Savannah River Area. The museum is located at 1116 Phillips Street in the Historic Laney Walker District, in downtown Augusta, Georgia. For more information, please visit their web site at www.lucycraftlaneymuseum.com.

Don't miss the second application period of the IMLS Connecting to Collections Bookshelf, which is now open and will run until April 30. More information, instructions, qualifications, and contents of the Bookshelf, along with the online application, can be found at <http://www.aaslh.org/Bookshelf>.

Hall County Library System

Sitting Up With the Dead

June 13, 2008, from 5:00 p.m. – 12:00 a.m.

Have you ever dreamed of being locked in the library? Have you wanted to research genealogy to your heart's content? On Friday, June 13, genealogists will have the opportunity to fulfill their dreams by “Sitting Up with the Dead” at the downtown Gainesville branch library. Registered participants can stay until midnight researching in the library's extensive collection. At 5:00 p.m. the library will be closed to the public. No one will be admitted after 6:00 p.m. The second floor will remain open until midnight for genealogists. This event is not for beginners or the faint of heart! However, library staff and volunteers will be available to help out.

The cost is \$12.00 per person for a boxed dinner, beverages, and a late night snack. Registration forms can be found online at www.hallcountylibrary.org or at the downtown Gainesville branch library. Checks and registration forms must be received by Monday, June 9. This event is sponsored by the Northeast Georgia Historical & Genealogical Society and the Hall County Library System. For more information, call 770-532-3311 ext. 116.

Society for Georgia Archaeology

Georgia Archaeology Month

May 2008 marks the 15th anniversary of an *archaeology awareness* promotion in Georgia. From its inception as a weeklong celebration in 1994, the observance has grown to an entire month of special public events, exhibits, and demonstrations in communities across the state. This year's theme focuses specifically on archaeological sites linked to the Spanish Period in Georgia. Some activities include: Athens, Georgia Archaeological Site Files Open House, University of Georgia; Atlanta, Archaeology Day, Fernbank Museum; Augusta, Archaeology Day, Ezekiel Harris House; Buford, and Archaeology Celebration: Travel through Time, for a full listing of events visit www.thesga.org.

The spring meeting of the Society for Georgia Archaeology (SGA), principal sponsor of Georgia Archaeology Month, will be held April 26 at Fernbank Museum of Natural History in Atlanta. Information on this and other Archaeology Month events that are open to the public can be found on the SGA website at www.thesga.org or contact Betsy Shirk at b.shirk@comcast.net or (404) 651-6624.

Georgia Historical Society

501 Whitaker Street
Savannah, GA 31401

Phone:

912.651.2125

Fax:

912.651.2831

E-Mail:

ghs@georgiahistory.com

...to collect, preserve, and
share Georgia's history

We're on the Web!

Visit us at:

www.georgiahistory.com

News to Share?

Send us information about your Affiliate Chapter for publication in the next issue of *Highlights* such as:

- Special Events
- Exhibits and Programs
- Membership dues and meetings
- New employees

Items will appear in the **Summer 2008** issue.

Dated events should cover the dates: **July 15, 2008 – October 15, 2008.**

Please compile the information in **press release format** and mail, fax, or email to GHS. Submissions should be **75 words or less**, and should include the **dates, times, locations, and fees** for events, as well as a **contact phone number and/or email address** for the public.

***Deadline to submit information is
June 15, 2008***

Highlights
A bulletin for the Affiliate Chapters
of the Georgia Historical Society



*The Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401*