Tips for Writing Your Cultural Facilities Grant

Applicants should consider the following topics for discussion in the application narrative:

1. **Scope of Work:**
   - What are you going to build, renovate, or purchase exactly? Be specific as if you were speaking to a contractor including square footage, number of floors, rooms, windows/doors, stalls, seats, lights, etc. What are the individual elements of the construction or renovation?
   - How will grant and matching funds be spent?
   - What is the project timeline? When will it begin and end? Does that timeline fit within the grant period?

2. **Project Budget and Matching Funds:**
   - How are you going to pay for it?
   - How have you identified the expenses in budget categories?
   - Do the budget categories cover all the items in your Scope of Work?
   - Who are your donors?
   - Who is your project team? Will you have paid staff dedicated to overseeing the project, working with the contractor and reporting on the progress?

3. **Need for Project and Project Impact:**
   - Why is your project needed? This should include a look inside your organization. How will this project help you achieve your institution’s mission?
   - Will this project increase or decrease your expenses or income?
   - Will you need to hire more staff?
   - How fiscally stable is your institution? Do you have an endowment or a plan to establish one?
   - How will your project impact the community? This is a look outside of your organization.
   - Who will benefit from your project? What is the demographic of your audience?
   - Does your project reach underserved communities or populations?
   - How do you plan to conduct outreach, education, and evaluations to further your goals and mission?
   - What is the economic impact of your project for your institution, local community, and larger region?