



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?