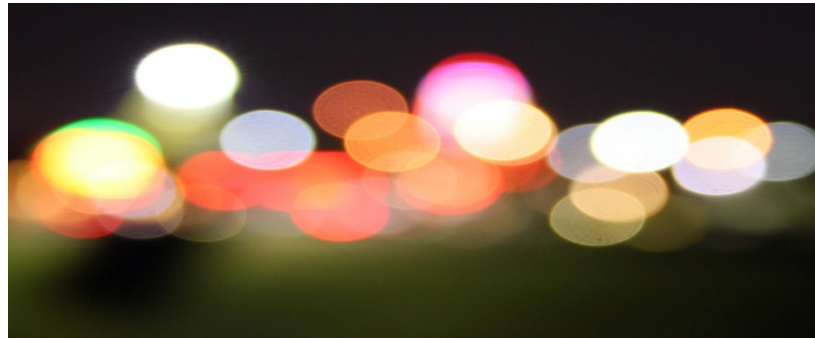# NAC Grant Writing Tips

Getting started...

Start Early! Review guidelines and scroll through the application to see what is required.

Applications are submitted via NAC's online grant system. Does your organization already have an account? If not, you'll need to set it up. If you're not sure, contact NAC (nac.grants@Nebraska.gov) to inquire.

Contact NAC staff with any questions about the appropriate grant category, deadlines, or other concerns.

Think of your application as a planning tool.

Understand the Review Process

- Grant reviewers may know nothing about you – use your application to make the case for your project

- Get a second opinion from someone who is not familiar with your project. Does the application make sense to them? Does it read well?

- Keep the review criteria in mind. Scoring rubrics for different grant categories are linked on the NAC website.

Applications are aligned with Review Criteria

Refer to rubrics NAC website under different grant categories.

Artistic Quality

Planning & Evaluation

Outreach & Engagement

Underserved Community Outreach

Artistic Quality

- Explain your project or program clearly and concisely.

- Do the arts drive your project? Make sure that is clear to the reviewer.

- Artist bios help make the case for artistic quality. Administrator bios help to ensure that the project will be well-managed.

- Work Samples also show artistic quality and help tell your story. *Limit three - select your items carefully!*

Planning & Evaluation

- *Timeline:*   Shows plans for a successful project; include pre-planning details.

- *Letters of Support:* Evidence of public value and community buy-in

- Has this project been funded before? If so, explain how past experience and evaluation is being used to refine and improve it.

Project Planning & Evaluation Process

- *Backward Design* to planning looks at the 'big picture' with the end goals in mind. What do you want to achieve, and how will you get there?

- Use both formative and summative evaluation methods with this approach.

Budget Notes

- Back up information listed elsewhere in your application – make sure budget items reflect all important aspects described in your narrative answers.

- Itemize all major items – explain clearly so outside reviewers understand them.

- Be realistic

- Check grant guidelines for allowable request amounts

- Double-check your math! Make sure proposed Income matches Expenses

Outreach & Engagement

- Who is the target audience in your project, and how are you serving Nebraskans?

- Are you reaching out pro-actively?

- Do your letters of support show community support and impact?

Underserved Community Outreach

What is the <u>extent</u> of your outreach to underserved groups and who are they?

This may vary from project to project.

NEA defines underserved communities as lacking access due to geographic isolation, and/or having limited access to arts programs due to economics, ethnic background, disability, or age.

Accessibility

Ensuring access for everyone is a priority

- All NAC-supported projects must be ADA compliant

- Read checklist items carefully

- Consider how you could be more proactive

Additional Considerations

- Address specifics: 'Who, What, When, Where, and Why'

- Be thorough, but succinct. Keep in mind that in some instances panelists must read many applications, and too much information can be overwhelming.

- Be consistent throughout your proposal.

- Answer *all* parts of *all* questions.

- Write for the reviewer who is unfamiliar with you or your project.

- Densely spaced responses make reading difficult for reviewers.

Before you submit your application...

- Is information consistent throughout the application?

- Have you gotten feedback from someone else?

- Will an outside reviewer understand your plans?

- How well does your proposal meet the review criteria?

Please thank your elected officials for their support of the arts in Nebraska!