

Data in Action Series



Writing Grants

Grant writing is something all librarians will do at some point in their career. Every granting agency has different requirements but you can use data to carefully make the case that the program or service you are requesting funds for will make a big impact in your community.

1. Always be sure that your library’s long range plan and your programs and services are in alignment with your community’s needs and goals.

- Study the town’s comprehensive plan, if available, or other planning documents.
- Always have a library presence at select board or town council meetings just to note what is being talked about.
- Pay attention to the town bulletin board if there is one.
- Offer to speak at local service group meetings and then stay to hear what they talk about.

2. Begin with public library annual report statistics.

A. Open the report at:

<http://www.countingopinions.com/pireports/report.php?3316c7117719d864e99f76fb2af6a46b>

This report contains statistics that most granting agencies want to see such as operating budget and board information. Depending on the grant you are writing, you might need additional statistics such as programming or services numbers. For information on creating your own reports, download the guide to ‘creating your own custom reports’ at

<http://www.maine.gov/msl/libs/data/mereportsdata.shtml>

Statistics for Use in Grant Writing

Collection: Maine Public Library Statistics Period: **2016, (Start 2016-01)** Months

Location (264) ⇅	1.8 Population of the Legal Service Area ⇅	3.1 Municipal Appropriation (Local) ⇅	3.2b Other Municipality Appropriation ⇅	3.3 Local Government Revenue ⇅	3.4 State Government Revenue ⇅	3.5 Federal Government Revenue ⇅	Oth Reve
ABBOTT MEMORIAL LIBRARY	8,764	\$96,379	\$3,462	\$99,841	\$0	\$0	\$
ABBOTT MEMORIAL LIBRARY			\$462				
ABBOTT MEMORIAL LIBRARY			\$750				
ABBOTT MEMORIAL LIBRARY			\$1,100				
ABBOTT MEMORIAL LIBRARY			\$550				
ABBOTT MEMORIAL LIBRARY			\$600				
ABEL J. MORNEAULT MEMORIAL LIBRARY	2,387	\$49,913	\$450	\$50,363	\$0	\$0	\$8
ABEL J. MORNEAULT MEMORIAL LIBRARY			\$100				
ABEL J. MORNEAULT MEMORIAL LIBRARY			\$350				
ACTON PUBLIC LIBRARY	2,575	\$18,840	\$0	\$18,840	\$0	\$0	\$4,



Click on the Excel icon and download the spreadsheet to your computer.

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Click on Enable Editing.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Location	1.8 Populati	3.3 Local Gd	4.1 Children	4.3 Young A	4.5 Adult Pr	4.21 Library	4.22 Referer	ILL Receive
ABBOTT MEMORIAL LIBRARY	8,764	\$99,841	12	0	36	9,015	0	387
ABEL J. MORNEAULT MEMORIAL LIBRAR	2,387	\$50,363	12	2	22	6,950	870	6
ACTON PUBLIC LIBRARY	2,575	\$18,840	15	8	10	2,266	372	51
ALBERT CHURCH BROWN MEMORIAL LIB	4,243	\$4,500	12	0	5	1,474	66	51
ALBERT F. TOTMAN LIBRARY	2,241	\$32,000	26	5	49	10,562	412	227
ALBION PUBLIC LIBRARY	2,048	\$6,500	32	0	5	1,304	46	42
ALICE L. PENDLETON LIBRARY	565	\$72,742	20	0	22	9,360	148	15
ANDOVER PUBLIC LIBRARY	811	\$28,000	1	0	1	2,998	-1	22
ANNA FIELD FERNALD LIBRARY	830	\$1,800	0	0	26	52	0	0
ASHLAND COMMUNITY LIBRARY	2,021	\$44,623	0	0	0	6,542	241	0

B. Follow these steps to set up a peer comparison group by sorting the data by population.

Click on the Data tab

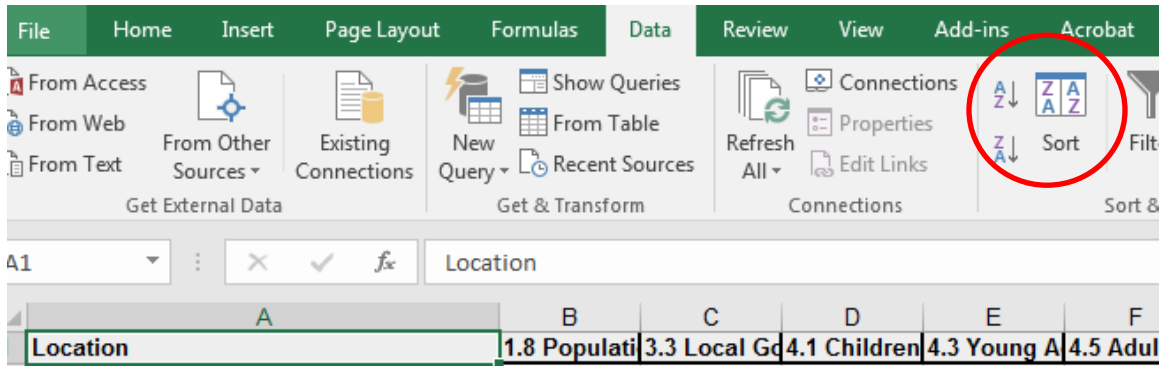
File Home Insert Page Layout Formulas Data Review View Add-ins Acroba

Cut Copy Paste Format Painter Clipboard Font Alignment

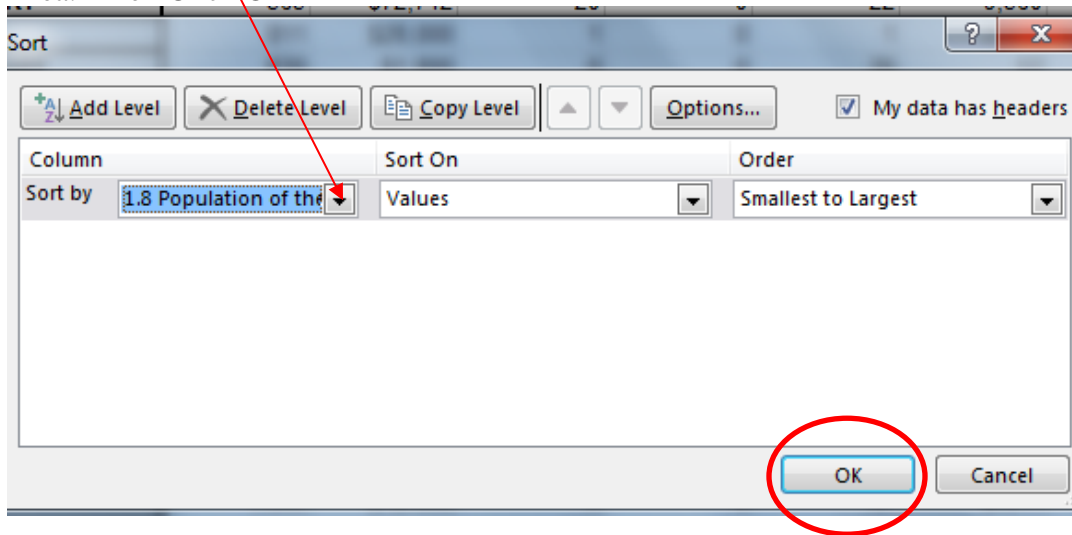
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ABEL J. MORNEAULT MEMORIAL LIBRARY	2,387	\$50,363	12	2	
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ALBION PUBLIC LIBRARY	2,048	\$6,500	32	0	

Choose Sort

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Click on the Arrow on the right side of the Sort By box and choose 1.8 Population of the Service Area. Then Click OK



Locate your library in the sorted data and pull out those statistics that the granting agency is requesting.

3. Community Need

Most granting agencies want to know about your community's needs so be sure to include this information by studying the community's comprehensive plan or attending select board meetings to hear what the community is talking about. You'll make a stronger case for funding your program or service if you can tie it to a community need.

4. Community Demographics

Include information in your project description about your community's population such as ages, education or poverty levels where appropriate for the project you are writing. Use The American Community Survey (<https://www.census.gov/acs/www/data/data-tables-and-tools/data-profiles/2015/>). Be sure to cite your sources.

5. Use other data

If you are writing a grant dealing with children, consider using the Kids Count website (<http://datacenter.kidscount.org/locations>)

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Armed with the information you've gathered, follow the grant guidelines closely to submit your application.

For tips on grant writing, watch these webinars:

- Introduction to Finding Grants <https://my.nicheacademy.com/msslstaff/course/5190>
- Introduction to Proposal Writing <https://my.nicheacademy.com/msslstaff/course/5192>
- Winning Library Grants <https://my.nicheacademy.com/msslstaff/course/5573>