

## Takia's Grant Writing Tips



New to the MHC grant application and process? Below are some tips from Takia Ross, the program assistant for grants community outreach at MHC, who processes requests. If these tips don't answer your questions, email her at [tross@mdhc.org](mailto:tross@mdhc.org).



**Can't find the district in which our organization's office is located?** To find your legislative districts, you can refer to <http://mdelect.net/electedofficials/>. Don't worry just yet about the corresponding district to where your programming is located at this time...

### **Maryland Humanities Council (MHC) Funds Requested:**

Please make sure that the dollar amount that you place in this section MATCHES the dollar amount on your budget form under MHC funds.

### **Project Team:**

Don't forget to list the people that have agreed to work with you! In the next question we will ask you to explain the role of each team member; however, right now all that is needed is the list of people.

### **Work Plan:**

**This is one of the most important sections of the grant application.** This section establishes your grant reporting dates. You may not have a firm dates for your program; however, please provide a rough estimate. If you can narrow it down to the month that work on your project starts and the month and year that you expect your project to end, I will be a happy!

### **Target Audience:**

A lot of information can go in to this section. Age, race, and gender of your target audience are all wonderful information to include. However, please do not forget include the estimate of how many people you plan to attend.

Please take time to think about how large your venue is, the dynamics of your program, and if you have done a program like this before. All of these things will give a good idea of how many people could possibly attend.

### **Budget Narrative:**

Please feel free to use this section to give us more information about your budget. Do you have additional sponsors and if so, who are they? Have you applied to other organizations for funding and who are they?

### **The Budget Form:**

Please make sure that your amounts are correct and are totaled correctly. Be sure to review the budget form instructions, as they will give you pertinent information on the items that MDHC will fund through a grant. Here is a link: <http://www.mdhc.org/grants/new-applicants/application-and-budget-forms/budget-form-instructions/>

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### *Budget form continued...*

Use the budget narrative section to explain any line item that may warrant further explanation. Remember, we do not know that ins and outs of your program the way you do; please use these sections to help us understand.

Please be sure to use our budget form. If you are not able to access the form from our online grant application system, you can access the form by typing this link in to your address bar <http://www.mdhc.org/grants/new-applicants/application-and-budget-forms/>

### **Attachments:**

Feel free to attach all information that will help support your project. But don't forget to attach the documents that we require! Resumes from all **key** project participants are required; this will include your scholars and project director.

### **Additional Tips:**

- Read all grant requirements before you begin writing your grant.
- Don't forget to spell check.
- Don't forget to check your budget totals.
- Have someone read your grant that is not familiar with your project. They will be able to give you pertinent feedback about whether the information in your grant is understandable.
- Please check our website to see when we will be conducting grants workshops, [www.mdhc.org](http://www.mdhc.org). This workshop will give you important grant application information.
- Don't forget to click submit once you have completed your application.
- Once you submit your application. Please be patient.

If you have any questions or concerns, please do not hesitate to call or email:

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