



DO THIS, DON'T DO THAT Ohio History Fund Grant Application

This list of do's and don'ts is a product of a decade's experience in making Ohio History Fund grants. The lists are not meant to substitute for a review of the History Fund's *Grant Submission Check List* or *Application Instructions*, but are meant to help you steer clear of obstacles that have bedeviled applicants in the past. Use our experience to make the best application you can.

If you have any questions, contact History Fund Coordinator Andy Verhoff. He's happy to help: www.ohiohistory.org/historyfund, 614-562-4490 (cell), 614-297-2341 (office), averhoff@ohiohistory.org

Do This:

- **Do review the *Grant Submission Check List* and *Application Instructions* before beginning your application.** Refer to specific sections as needed. *Tip:* Print the check list, *Application Instructions* and application question list and keep them handy for easy reference while you write the application.
- **Do submit the application by the deadline: September 28, 2021**.** Applications are accepted online only. The History Fund does not accept paper applications.
- **Do read and follow the instructions on uploading photos and documents** to the application. See "Uploads," and "Uploading photographs" in the *Application Instructions*
- **Do give yourself plenty of time to write the grant application.** Set your own deadlines for "bite-sized pieces" of the application to keep grant-writing on track
- **Do include an image or two in the application that illustrates the project and the applicant organization.** If you receive a grant, the photos will be used in illustrate your project during the Statehood Day event at the Ohio Statehouse
- **Applying for a Bricks & Mortar grant? Do include detailed images that show what you are applying to fix.** Detailed pictures in Bricks & Mortar project applications are worth a thousand words and have been the difference between getting the grant, or not. Make sure to include a key that explains each image. See the *Application Instructions* for details.
- **Applying for a digitization project? Do watch the "Digitization Nuts and Bolts" webinar** at www.ohiohistory.org/historyfund. Apply tips therein to your application.
- **Do round** amounts in your budget to the nearest dollar (e.g. \$278.59 to \$279.00)

- **Do use the State of Ohio minimum wage of \$8.80** per hour when computing the value of volunteers' time.** Contact the History Fund if a higher rate is warranted. See "Personnel" in the *Application Guidelines*
- **Do include the cost of required project signage in your budget.** Depending on your project, signage can mean a label on a cabinet or exhibit case or a sign readable by pedestrians or passing vehicles. See "Marketing & Promotion," in the *Application Instructions* for details. (The required acknowledgement language is specified in grant agreements.)
- **Do explain how you will accomplish the project if match marked "pending" in your Match Summary Worksheet does not materialize.** What's your "Plan B?" Not describing one if pending match falls through hurts your application. See "Project Design & Resources" and "Match Summary," in the *Application Instructions* for details.
- **Do save your work early and often.**
- **Do recruit a proofreader who is not familiar with your project to review your application.** Ask them to "search and destroy" typos and to make sure the narrative and budget support each other. Ask your proofreader: **"If you were the grant maker, would you fund it – why or why not?"** Turn the "why nots" into whys when you revise.
- **Do plan to send representatives from your organization to the Statehood Day advocacy event** so that your institution may be recognized at the Statehouse for your achievement. Depending on the legislative calendar, we schedule the event for late February-early March annually. Go to www.ohiohistory.org/statehoodday for date, details, and to register.

Don't Do That:

- **Don't** be intimidated by the length on the application if you print it out. The template has a lot of whitespace. Focus instead on filling in the blanks and doing the best job you can when you answer the questions in the Project Narrative and complete the Budget Form.
- **Don't** assume that the panelists that review applications know a lot about your organization. (They *will* know a lot about the type of project you want to undertake – that's why they're reviewers)
- **Don't** forget to fill out *both* **Master Budget Worksheet** and the **Match Summary Worksheet**, parts of the Budget Spreadsheet, an Excel spreadsheet. Writing a grant for a **Bricks & Mortar project**? Fill out the **Construction Budget Worksheet**, too.
- **Don't** forget to complete the **Project Director and Project Bookkeeper** areas in the Master Budget Worksheet form. You have to tell the History Fund how much time each will spend on the project, and place a monetary values on that time. See "Personnel," in the *Application Instructions*.
- **Don't submit a paper application.** The History Fund accepts online applications only.

****Highlighted items** updated annually in revised grant application materials. Revised materials posted in June at www.ohiohistory.org/historyfund