



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

This list of dos and don'ts sums up of a decade of grant-making experience. The lists are not meant to substitute for a review of the History Fund's *Grant Submission Check List* or *Guidelines*, but will help you steer clear of obstacles that have bedeviled applicants in the past. Use our experience to make your application the best you can.

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

### **Do This:**

- **Do review the *Grant Submission Check List, Ohio History Fund Guidelines* before beginning your application.** Also carefully review instructions embedded in the application. *Tip:* Print the Guidelines, Check List, and application. Keep them handy for easy reference while you write the application.
- **Do submit the application by the deadline: **September 12, 2023**\*\*.** 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 Images" in the application.
- **Do give yourself plenty of time to write the grant application.** Set mini-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. Include a key that explains each image. See "Tips for Persuasive Images" in the application for details.
- **Applying for a digitization project? Do watch the "Digitization Nuts and Bolts" webinar at [www.ohiohistory.org/historyfund](http://www.ohiohistory.org/historyfund).** Apply tips therein to your application.
- **Do round** amounts in your budget to the nearest dollar whenever practicable (e.g. \$278.59 to \$279.00).

- **Do use the minimum wage rate of \$15.00 per hour when computing the value of volunteers' time.** Contact the History Fund if a higher rate is warranted. See "Instructions - Budget" in the application for details.
- **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. For details, see the **Budget Spreadsheet** > "Budget Categories Described" tab > "MARKETING & PROMOTIONS" for details. (The required acknowledgement language is specified in the grant agreement.)
- **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. For details, see the **Budget Spreadsheet** > "Budget Terms Defined" tab > "Match Pending (P) or Confirmed (C)".
- **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 root out 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!"
- **Do** plan to send representatives from your organization to the **Statehood Day advocacy event** so that your institution may be recognized for your achievement. Depending on the legislative calendar, we schedule the event for late February-early March annually. Go to [www.ohiohistory.org/statehoodday](http://www.ohiohistory.org/statehoodday) for date, details, and to register.

### **Don't Do That:**

- **Don't** be intimidated by the length on the application. The application includes instructions and has a lot of whitespace – that's why it's long. Focus instead on filling in the blanks and doing the best you can when you answer the application's questions and compile a budget.
- **Don't** assume that the panelists that review applications know a lot about your organization – tell them. (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 all sections marked with an **asterisk \*** on the Budget Spreadsheet. Writing a grant for a **Bricks & Mortar project**? Fill out the **Construction Budget Spreadsheet**, too.
- **Don't** forget to complete the **Project Director and Project Bookkeeper** areas in the Budget Spreadsheet form. You have to tell the History Fund how much time each will spend on the project, and assign monetary values on that time – even if your project director and bookkeeper are volunteers. For details, see the **Budget Spreadsheet** > "Budget Categories Described" tab > "PERSONNEL" for details.
- **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](http://www.ohiohistory.org/historyfund)