SAMPLE GRANT PROPOSALS

These sample proposals have all the required components for a successful grant application.

Sample Project Description – For PastPerfect Software

A little over a year ago, the Historical Society began scanning historical photos brought by current and former residents to our monthly “Memories Show” to help us document and retain the history of our community. Today, we already have around 1,650 photos in our collection. We have them saved using Windows Photo Gallery and our index and text is simply on Microsoft Word.

We have begun to develop research files by gathering and saving obituaries, funeral cards, birth and marriage records, news clippings, as well as other local history materials. They are not indexed at this point.

We also started doing oral histories and have a small collection of artifacts in storage. None are accessioned or indexed.

We recently moved into a small historical building in our community, which we have fixed up. The building formerly housed the Waterworks Department. It has two rooms, which include a small office and another room where we can begin to build some displays.

So, as you can see, we are on our way. We also have other interests we are working on, including the renovation of a one-room school house.

In order to properly catalog our collection, we decided that it was time to obtain a good software program to begin accessioning and indexing what we already have and not wait until we have much more to do and the project becomes overwhelming. We would like to have a program where we can search for a topic such as “farms” or “fishing” and be able to locate everything we pertaining to those topics whether they are photos, articles, or artifacts. We have become aware of the PastPerfect Software program and after looking at their demo program and discussing the product, we decided this is the right software for our organization.

We also like the fact that we can print the forms required for our gifts as well as keep track of members, fees, and other important information. These activities are critical to the operation of the activities of the Historical Society.

Once we obtain the software, we will be able to load it on the “nearly” new computer we were given recently. The computer does have the appropriate capabilities to run the PastPerfect software. We have several members of our Society who will be learning how to use it and entering the information for the items we already own. We then plan to keep up with new items as they are received. The excellent search capabilities of PastPerfect will enable us to search all part of the collection for information and items for our use, including putting together displays and retrieving information for members and non-members as required.

So, this is what we are applying for in this grant. We want to purchase the PastPerfect Basic Program version 4.0 and the Multi-Media component which is necessary for our photographs. The Scatter/Gather
software will be useful in order to transfer the photograph work, which is mostly done by members at their home and then transferred to the computer at our office. The training CDs will help us to learn to use the software program to its fullest capabilities.

Another critical component to our plan is to also purchase an external hard drive on which to back up our information. It is critical to be able to store this information not only on the main computer, but to have a back-up system stored off-site to ensure that as the data is collected it can be fully restored in case something happens at the Society’s office.

We plan to join AASLH in order to get their reduced pricing for the PastPerfect products.

In order to cover the rest of the expense for the software, we will be selling admission wristbands at the Summer Solstice Festival, which will take place June 20-22 at the Park. This is the second year we will be doing this and we will make enough with this fundraiser to cover the matching costs.

Sample Budget

Past Perfect Basic Program version 4.0 $696

Multi-Media add-on $296

Scatter/Gather add-on $264

Training CD – Cataloguing your Collection $39

Training CD – Managing Contents and Memberships $39

Training CD – Research and Reporting - $39

External Hard Drive $120

Total $1493

We are requesting $700.
Sample Proposal – Textile Storage Supplies

The Historical Society proposes to do the following: Apply for the Wisconsin Historical Society Affiliates Mini-Grant Program matching grant for 2009.

We wish to use the money to fund the purchase of storage materials and supplies to protect our collection of military clothing and equipment when not on display and during the off-season for the museum. Having a separate, proper storage box for each piece of clothing or equipment will allow us to properly catalog them as well as to provide proper, secure storage during non-display periods.

In compliance with the suggested requirements for raising matching funds as new funds, we have already secured funds in the amount of $1,000 from the City as a one-time gift to support this project.

The funds will be used to purchase the following:

- Appropriate sized archival boxes for the storage of clothing and artifacts
- Supplies to cover the storage rack in the storage room with appropriate materials to isolate artifacts from shelving materials
- Purchase a dehumidifier for the storage room for climate control

This project should meet all three goals of this grant: the boxes will improve the care of the military collection by giving it a proper place to be stored when not on display. Management of the collections will also be improved due to the ability to stack, move and sort artifacts without handling them. Access will also be improved because we will be to manage the artifact better, find them quickly, and retrieve them for viewing if requested.

We thank you for your time and consideration of this mini-grant. We appreciate your offer for funding such an important endeavor and hope to be able to provide the proposed improvements to our collections storage.

**Budget**

**Funding:**

City Donation $1000

Concert in the Park Concessions $200

2009 Mini Grant Request $700

**Total $1900**

**Costs:**

20 - 24 1/2 inch by 20 1/2 inch preservation kits $650

20 – 30 inch by 24 inch by 6 inch textile storage boxes $600

Materials for shelf lining $250

Dehumidifier $400

**Total: $1900**
Sample Proposal – Digitization Project

The Historical Society is a relatively young organization. Even so, we have already accumulated a large collection of artifacts, photographs, and newspapers. We recently purchased a new computer and Past Perfect software as step one in digitizing our collection and we are currently entering our collection into the database.

Because we are a young organization with a modest membership, access to the collection is currently limited to three hours a week when the museum is open or by an appointment with one of the board members. We believe that access to the collection is a vital part of the preservation of history and are working towards making that possible by digitizing our collections and getting it up on the web. Given our staffing limitations, this is the most efficient way to reach the most people with our collection.

Our project involves acquiring a scanner and software to enable us to prepare for posting our collection on the web. Once the Past Perfect database is completed our next step is to scan our collection and get it ready to be posted on the World Wide Web.

Our desired outcome is to make our collection more available than it currently is. Approximately half of our current membership does not live in the immediate area and posting our collection on the Internet will allow them to experience the museum even if they cannot make the trip to our town. We have also discovered that more and more people are contacting us to do research and by digitizing our collection we will accommodate these requests more quickly and efficiently.

The Historical Society will match the grant funds with money that was set aside from a prior project, with the purpose of improving the management and accessibility of our collection.

Budget

- Epson Perfection V700 Scanner $600
- Color Management Software $200

**Total $800**

Wisconsin Historical Society mini-grant request  $400

Matching funds $400