

## **Tips for Writing and Managing Grants from Women Supporting the Arts**

WSA aims to strengthen the arts and cultural environment in Martin County. Because we simply don't have the funds to provide 100% support for most grantee projects, we encourage you to connect with community members for supplemental financial and in-kind support. As you write your grant narrative and—we hope—receive an award from us, these tips may help you start strong and complete a successful project.

### **Write a Detailed Narrative**

*Be sure to describe these aspects of the project in your application:*

- The arts discipline you'll address (e.g., painting, dance, music, writing, theater, other)
- The goal(s) for the activities and benefits to the audience/participants
- The intended audience (e.g., adults, youth, children, aspiring artists, other)
- Participant and/or audience recruitment process
- Timeline (step-by-step estimates from start of award through completion of project)
- Location
- Costs—WSA requires an itemized budget as part of the grant application.

### **Create Realistic Budgets for Costs and Labor**

*Build community support into your grant request from the start:*

- Be aware that most WSA grant awards range from \$500 to \$3,000 in size.
- Outline any needs that won't be covered by WSA funds, such as some or all of the following, and indicate where you'll get resources to cover them:
  - Additional funds to cover expenses
  - Volunteers to help with activities
  - In-kind donations of materials and supplies
  - Permits or other costs related to the location you'll use
  - Publicity to recruit participants and/or audience members

### **Connect with the Community**

*Do a little research to identify potential community resources to help achieve your project goals. Then, contact them to explain what they can get from being involved with your project:*

- Donors and sponsors will benefit from having their names and support appear in your print and electronic publicity materials.
- Businesses or individuals whose goals overlap with yours can be more active partners, as working together can benefit both of you.
- Try to get a letter of interest from every community resource you hope to use and include these letters in your grant application.
- When you receive an award, follow up with each resource to finalize commitments and put them in writing, so everyone knows what you'll be responsible for doing as well as what their responsibilities will be.
- Also, ask all your community connections to promote your event to their audiences, and be sure to give them credits in your materials.

**Go to the MartinArts website to register for our  
grant information session on August 21, 2024, at 5:30 p.m.  
Grant submission deadline is September 25, 2024, at 5 p.m.**