

# Five Tips for Writing a Successful ISHRAB Grant Proposal

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1. Read the Application Guidelines thoroughly. The guidelines have been carefully crafted to provide you with all the information you need to write a successful grant proposal. While the application materials may seem a little daunting at first, the directions are clearly and concisely written, with bolded sections, checklists and step-by-step instructions. The ISHRAB is very proud of the wonderful collections in our Illinois repositories, and we want them to reach their fullest potential. The guidelines are designed to help you succeed.
2. Remember your audience. The ISHRAB is a board composed of librarians and archivists from a diverse range of repositories. Assume that the board has basic knowledge of library and archives terminology, but that the members may not be familiar with your collection or the jargon used at your repository. Make sure to share your enthusiasm for the collection; make the grant readers feel your excitement.
3. Fill in ALL of the sections of the grant application materials. You will be penalized if you do not complete all the sections. Also, make sure your headings match the headings listed in the "Grant Application Instructions and Checklist." Pay special attention to the Budget and Budget Narrative. Make it as easy as possible for the grant readers to understand how the money is going to be spent.
4. A successful grant proposal needs to consider sustainability and what happens after the grant project has been completed. How will you evaluate the success of the project? How will you promote it? How will you continue to build upon the results of the project? How will you provide and maintain access to digital objects? One option to consider is the Illinois Digital Archives ([www.idaillinois.org](http://www.idaillinois.org)), which can host digital collections. You can contact them at [islimg@ilsos.gov](mailto:islimg@ilsos.gov).
5. We are more than happy to answer questions. We also can put you in touch with past ISHRAB board members or past grant recipients who can share their expertise with you. Please contact David Joens at [djoens@ilsos.gov](mailto:djoens@ilsos.gov) or 217-782-3492.

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