culturetrust
GREATER PHILADELPHIA

How to Work with CultureTrust to Apply for Grants

Step 1: How Do I Find Grants?

What You Need to Do
- Seek out funding opportunities that match your focus. Some places to begin:
  - The Regional Foundation Center at the Free Library
  - A free CultureWorks or Vision Driven Artists workshop about funding or grant writing
  - Looking at similar organizations or potential partners to see who funds them

What We Will Do
- Share out opportunities that are relevant to a number of projects via emails & weekly Project Director Updates. (Ex.: Philadelphia Cultural Fund grant, PA Council for the Arts's Project Stream grant.)

Step 2: Should I Apply for This Grant?

What You Need to Do
- Review the eligibility requirements online to see what they do & don't fund:
  - Do they accept fiscally sponsored projects?
  - Does your project match their requirements?
- If you're unsure of these questions, **call or email the funder** to ask directly!

What We Will Do
- If you are unsure about your eligibility, receive a less-than-clear answer, or just hit a barrier from a funder, let your Community Director know. CultureTrust staff may be familiar with, or hold relationships with, that grant-maker and can reach out to advocate for fiscally sponsored projects.

Step 3: When Do I Tell My Community Director?

What You Need to Do
- When you have decided (or just begun) to apply for a grant, let your Community Director know, preferably with a link to the opportunity and the deadline.

What We Will Do
- Your Community Director will review the guidelines to:
  - Confirm your eligibility
  - Provide any required attachments that are not available in the CultureTrust online Toolkit
  - And offer time to have a touchbase to discuss the grant before its deadline

What You Need to Do
- Register for the funder's online application and share the login information with your Community Director for later review
- Fill out the basic information sections
- Draft the answers to any narrative questions and craft a budget for the current year
- Send any sections you want reviewed to your Community Director **1 week before the grant deadline**
- Make sure you have all of the required attachments, whether from your Community Director or from the Toolkit
- **When everything has been reviewed, submit your grant by the deadline!**

What We Will Do
- Provide any CultureTrust information you may need
- Review and suggest edits to your narrative sections as needed
- Work with you to draft or clarify your project's current budget if you need support
- Point you to where you can find particular attachments, or send them to you directly if they are not on the Toolkit

Step 5: Did I Get It?

What You Need to Do
- Review the funder's confirmation email or website to learn their response timeline
- If you receive the grant notification directly over email or at your address, let your Community Director know and give them any check or official notice to deposit or archive
- When submitting expenses during the grant period, classify any expenses that should come out of grant funds.

What We Will Do
- Reach out to you with any grant updates we receive
- Deposit any checks or wire transfer you receive and update your account balance
- Create a restricted grant category in SAGE/Intacct on your request
- Add any grant report deadlines to our calendar and share that with you
- Provide financial reports for your grant reports
- Check in before the grant report is due to help you prepare to submit it