

#MicroVolunteering

Grant Hunters Step-by-Step Guide

Do you want to help SASA grow and Save Ancient Studies but don't have a lot of time?

Do you know of any grants, charitable foundations, and/or awards that could help support SASA's projects and events?

Take 15 minutes out of your day and become a "grant hunting" micro-volunteer by filling out our web form!

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1. Steps to hunt for a grant / award

a. Find a grant / award

Use Google or your preferred search engine, and enter such key terms as:

Possible Search Terms

cultural outreach grant / award	digital humanities grant / award	social entrepreneurship grant / award
ancient grant / award	classics ancient grant / award	digital education grant / award
public humanities fellowships	non-profit start-up grant / award	arts and culture grant / award
educational outreach grant / award	cultural preservation grant / award	open access grant / award
pedagogical initiatives grant / award	academic diversity grant / award	US charitable grant foundation

Other possible ways to find grants based on your personal contacts:

- <u>Department at an academic institution or university</u> that offers educational grants.
- <u>Associations</u>, such as an <u>historical foundation</u> or an <u>archaeological</u> <u>club</u>, that offers grants and fellowships.
- Your <u>local business school or economics association</u> may offer funding for social entrepreneurship or incubator initiatives.

If you don't know where to start, here are some grant aggregating websites:

- <u>Grants.gov</u>
- Community Foundations Locator (SASA is incorporated in New Jersey)
- Funds for NGOs
- Grant Gopher
- Peak Proposal Page 1 (scroll down to "Grant Databases and Search Tools")
- Peak Proposals Page 2
- National Endowment for the Humanities
- <u>Guidestar</u> (collection of all non-profits)

b. Find the specific details of this grant / award

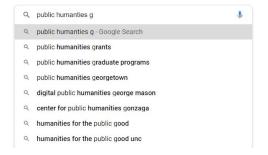
- I. Name of the individual grant / award
- II. Check for our eligibility
- III. Find the value of the grant
- IV. Check the deadline of the grant application
- V. <u>Insert all data into Grant / Awards form</u>

c. Input it into our <u>SASA's Grants / Awards Web Form</u>

2. Example with Screenshots and Explanation

a. Find a grant / award:



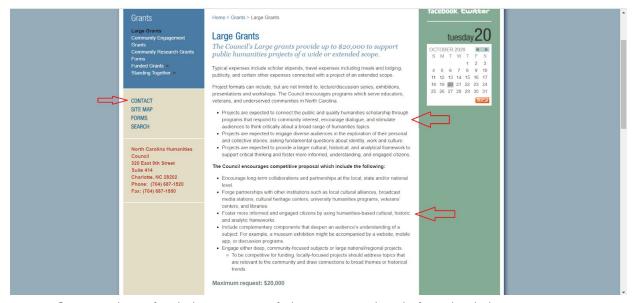


b. Find the specific details of this grant / award:

I. Find the name of the individual grant / award

II. Check our eligibility.

- Do our aims / ambitions align to the grant's intentions? i.e., educational output, public outreach,
- Does it need our SASA to have a 501(c)(3)? Yes, we do!
- Does it require a minimum operational time? SASA has been active for (almost) one year
- Is there a point of contact to which SASA can reach out to check our status/eligibility/etc.?
- Does the grant specify how the money should be used?
- Sometimes, this kind of information will be mentioned in a separate file, titled "guidelines," "application instructions," or "overview of materials needed".



Screenshot: find the name of the grant, check for eligibility, contact information, and stipulations on how the money can be spent.



Screenshot: sometimes this information can be found in pdf files on the website, entitled "guidelines" or "application instructions"

III: Find the value of the grant.

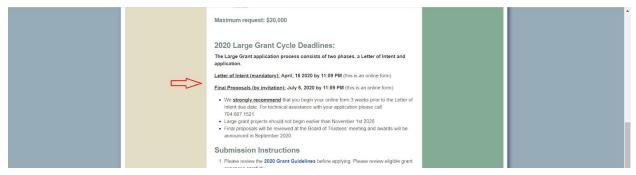
- How much is the grant for?
- Does the grant have a specific amount, or does the foundation require SASA to request an amount for which to apply?



Screenshot: Find the value of the grant if applicable

IV: Check the deadline of the grant application.

- Are applications on a rolling basis, or do they have a specific deadline?
- How soon is this deadline?
- Are there multiple steps in the application procedure (for example, do you have to send in a letter of intent first and the official application later?).
 Note the different dates
- If the deadline has passed, when is the next cycle of applications?



Screenshot: Find the deadline for the grant applications.

V: Insert all of the above information into SASA's Grants / Awards Web Form

 Even if the deadline has passed, SASA will want to consider this in the future. - Add all the info into our form!



→ If you have any questions, please feel free to reach out to SASA's Fundraising Team Leader, <u>Tine Rassalle</u>.

3. FAQ:

Q: Can I input some of the info into the web form and save it to complete the input later?

A: No. Please input the information you find all at once and submit the form.

Q: What if a grant has additional requirements, such as audited financial statements?

A: Complete the rest of the form, SASA staff will consider those determinations on a case by case basis.