

“Grant Insight” Training Series

County of Guilford, NC
August 14, 2006



CHANGING THE WAY YOU VIEW GRANTS

tools and training for locating, applying, and managing funding

eCivis Presents

**"Grant Insight"
Training Series**

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TRAINING ROAD MAP



SESSION 1
Are You Grant Ready?


SESSION 2
Winning Strategies for
Developing Grant
Proposals

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SESSION 1

Are
You
Grant
Ready?



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Session Objectives

- Identify What a Grant Is
- Identify the 7 Steps in the Grant Process
- Identify 3 Best Practices to Being “Grant Ready”
- Develop Next Steps

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What Is A Grant?

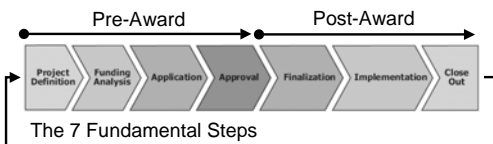
An award of financial assistance from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States.

Twenty-six Federal agencies annually offer over 1,000 grant programs in various categories.

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GrantsFlow™ Process



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Best Practices

1. Prioritization
2. Accurate and Timely Information
3. Effective Pre-Award and Post-Award Knowledge and Skills



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Prioritization

- Consistently monitoring grant activity to keep staff aware of its increased importance;
- Removing barriers, such as overly obtrusive approval processes;
- Incentivizing success through goals and rewards;

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Prioritization CONTINUED



- Providing central support, training and tools to expedite the grants process; and
- Defining specific priorities, making effective decisions concerning grants, and adhering to those decisions.

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Accurate and Timely Information

Grants are a finite, time-sensitive resource.



Grants Locator System / Process

Once awarded, require continuous monitoring and reporting.



Resources System / Process Document! Document!

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Effective Knowledge and Skills

Winning An Award

- Team Involvement
- Strategic Approach
- How to Identify Funding Sources
- How to Write a Strong Narrative
- How to Prepare a Reasonable Budget



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Effective Knowledge and Skills CONTINUED



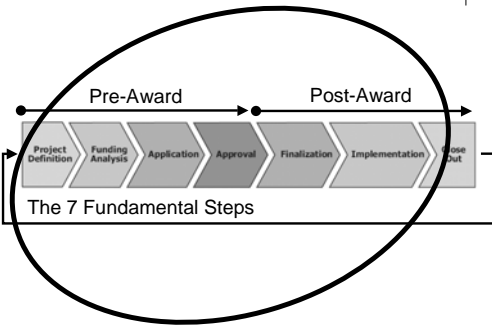
Managing An Award

- Program and Fiscal Implications
- Internal Operating Systems and Grants
- Legal Flow Down
- Subrecipient/ Subgrantee Management
- Continuous Process Improvement
- Changes in Grants Management

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GrantsFlow™ Process



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Next Steps



What Can YOU Do to Be Grant Ready?

- Immediately
- Next 3 – 6 months
- Within next 12 months

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SESSION 2

Winning
Strategies for
Developing
Grant
Proposals



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Session Objective

Top 10 Tips
To Effective Proposal Development

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Grant Writing Tip #1

*Don't work alone!
Work collaboratively*

- Obtain internal structural support
 - Leadership
 - Interdepartmental coordination, including implementation staff
- Involve stakeholders through responsibility, not merely letters of support
 - Federal / State / local governments
 - Non-profits that provide similar services

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Grant Writing Tip #2

*Read the grant agency's
guidelines carefully!*

- Follow them exactly
- If outlines or a series of questions are provided, follow the indicated order and clearly answer each question
- This not a time to ad lib

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Grant Writing Tip #3

Establish a true need and align it to the grant agency's priorities.

- Document the public need with relevant quantitative and/or qualitative documentation such as
 - Demographics,
 - Test results,
 - Surveys, etc.
- Don't reinvent the wheel. National research is a good starting point, but it is best to emphasize local and regional research that supports your project need.

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Grant Writing Tip #4

Maximize the Narrative Section

- Be clear concise
- Have specific goals/objectives
- Provide measurable results
- Make it interesting to read

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Grant Writing Tip #5

Evaluate! Evaluate!

- Ensure that the project can produce measurable results
- Be specific in what will be achieved once the project is implemented
- Dissemination of information or knowledge to others is vital

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Grant Writing Tip #6

Pay attention to the Budget Section

- Be reasonable, realistic, and accurate
- Ensure costs reflect fair market values
- Check for consistency between the project narrative and budget line items

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Grant Writing Tip #7

Be Reasonable in Your Proposal!

- Ensure that your organization has the capacity to implement
- Make sure your goals/objectives are measurable and realistic
 - Example: You can't realistically say 100 percent of students will read above grade level after completion of the project.

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Grant Writing Tip #8

Write for the reviewer!

- Provide a well-organized application
- Ensure succinct prose and concise but complete information

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Grant Writing Tip #9

Pay Attention to the Timelines!

- Match the granting agency's timelines
- Be specific with dates, or use "phase 1" and "phase 2" or "month" 1, 2, 3
- Be sure to align goals/objectives and results to your timeline
- Be realistic

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Grant Writing Tip #10

Be Accountable!

- Remember, once you are awarded the grant, you must implement it
- Be sure to complete everything in your proposal
- Ensure money is spent properly
- Maintain regular communication with the granting agency

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Questions?



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