Welcome!

Getting Ready for Grant Writing

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Helping Grantees Succeed!

What Does it All Mean?

Our Goal: Help you prepare to submit a grant application for your project.

RFP = Request for Proposal
FOMO = Fear of Missing Out
NOFO = Notice of Funding Opportunity
Hey Everyone!
This looks like a GREAT GRANT for us!
...and it’s due in 3 weeks!

You might hear about it from coworkers
You might hear about it at conferences
You might get it in an email or a fax
It can arrive magically on your desk
You can find it online at www.akfederalfunding.org

Are you ready to apply?

The funny (and frustrating) thing about GREAT GRANTS is you never know when they will arrive on your desk!

Stay in the Loop
- Make a note of the CFDA and the Federal Opportunity #
- Sign up for notifications & updates at the funder’s websites or grants.gov
- Download the NOFO guidance
- Check the program FAQs at the funder’s website
- Be certain you have everything you need; NOFO, Forms, and a Checklist
Pre-Application Checklist

- Are there people who can help you with this application process?
- Does it fit your community’s need?
- Does it fit your agency’s priorities?
- Do you have a qualified team?
- Do you have a realistic plan?
- Can you meet the deadline?
- Are you eligible to apply?

Pre-Application Checklist

You’ll need this information:
- EIN Number: Employer Identification Number  www.irs.gov
- SAM.gov Government Registration  www.SAM.gov
- UEI Number: Unique Entity Identifier  https://iupdate.dnb.com/iUpdate/

Grant Writing: 80/20 Principle

Critical Communication

- Introduce yourself and your agency to the funding agency.
- Let them know you’re applying and ask to be on their email update list – if there is one.
- Discuss your project with them and confirm that you are eligible apply – and that your project fits the program opportunity.
- Obtain official authority from your Board or your Council to move forward.
Common Challenges for Grant Writers

- Communicating with the project funder
- Time differences and internet issues
- Wearing too many hats
- Timelines and deadlines
- Procrastination
- Limited resources:
  Finding a grant writer

Grant Building: $1 Million Advice

- Read the instructions
- Follow the instructions

Pour yourself a cup of coffee… you’re going to need it!

Establish dates for completing your application:

- **Due Date:**
  - : All online registrations current
  - : List of required documents
  - : Outline of proposal
  - : Outline of budget
  - : All supporting docs are due
  - : Narrative review due
  - : Budget review due
  - : Submit application

Here’s the BIG Secret… (Your funder wants to know)

- Who are you?
- What do you need?
- Where are you?
- When will it happen?
- Why do you need it?
- How will you do it?
- How much $$$
- How do you know?
Examples of support documents required with your application:

- Resolutions and Letters of Support
- Resumes and Job Descriptions
- Current Audits or Financials
- Match Commitment Letters
- Work Plans with Schedules
- Budget and other Forms
- References to Research
- Project Narrative
- Maps and Photos

Review the scoring criteria of each section and go for the top score in each one!

- Set realistic goals
- Create a reasonable schedule
- List achievable activities
- Create actual position descriptions
- Build a budget to fully complete your project

HOT TIP!

Do a search on your NOFO for words such as:

- MUST
- SHALL
- SHOULD
- SUBMIT
- ATTACH
- CONSIDER
- INDICATE
- SIGNED
- FORMAT
- BUDGET

www.commerce.alaska.gov/web/dcra/communityinformation.aspx
Here's an example of how to plan in advance for your grant project.

Use a copy of last year’s RFP while you begin your planning BEFORE the current year’s RFP is available.

Community Support

- Community support is required by grantors.
- Community support is needed for success.
- Schedule a community meeting to talk about the project.
- Identify and confirm community priorities.
- Document all meetings and feedback for use in the application.
- Keep your community informed so they will want to provide support.

HOT TIP! One-Page Magic

Create a one-page document about your project that provides:

- A Needs Statement
- Your Mission and brief Project Description
- Outcomes and Benefits
- Project Cost and Schedule
Financial Preparation

Check on your Financial Health
- Do you have current audits or financial statements?
- Are current operating policies and hiring procedures in place?
- Are the financial policies and procedures updated and accessible?

Financial Planning

Your budget is one of the most important building blocks of your grant.
Understanding your budget will help you to complete a successful program with lasting results.

What will your project cost?

- Do you have finance staff available? (Or will you need to hire?)
- Will you need administrative funding?
- Will you need engineers and other contractors?
- Will there be travel costs?
- How about supplies, office space, or technology?

Financial Planning

- Confirm that you have all the required forms and attachments for the application.
- Review with “fresh eyes” (give yourself time, a quiet corner, and a good cup of coffee).
- Check your spelling – you may be surprised!
Thank you for your time and attention
GRANT PRE-PLANNING TIMELINE

12–6 Months
Identify important issues that could be addressed by the Entity with grant funding.

11-5 Months
Identify grant programs that address the urgent issues.

11-5 Months
Read previous RFP to identify what information is needed.

9-4 Months
Discuss with stakeholders & partners.

10-5 Months
Get leadership authority to proceed with work.

10-5 Months
Check with leaders for plans or priority lists; is this issue a priority?

8-4 Months
Begin the public review process. Update community priorities to include the proposal issue.

7-2 Months
Gather support documents & information for proposal.

7-2 Months
Look for similar successful programs & ask for information.

MONTH ZERO
RFP is published and you are ready to begin writing the proposal. You are months ahead of most communities and your chances of success are greater!

6–1 Months
Work at building support for project & create a small team for grant review.
How much time does it take to write a Grant Application?

- About 20% of your time: Writing
- About 30% of time: Personal Funder Contact or Board Contact
- About 40% of time: Fiscal Strategy, Permission to Proceed, Initial Research, Interagency Cooperation
- About 10% of time: Generate Idea, Community Support, Internal Support