

ALASKA FEDERAL GRANTS SYMPOSIUM: GRANT DEVELOPMENT  
APRIL 12, 2022 ANCHORAGE, AK

*Welcome!*

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## Getting Ready for Grant Writing

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Alaska Project Solutions

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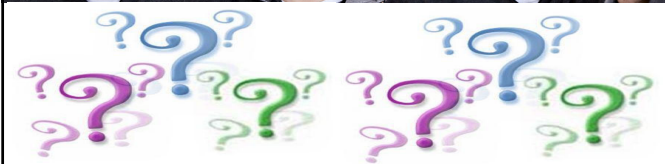
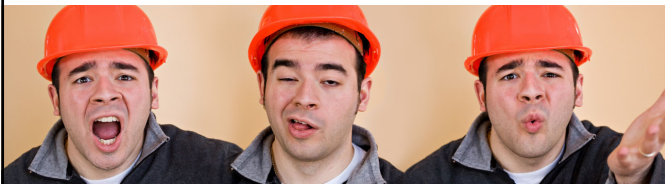
Alaska Project Solutions

Grant Writing, Grant Management,  
and Strategic Planning

*Helping Grantees Succeed!*

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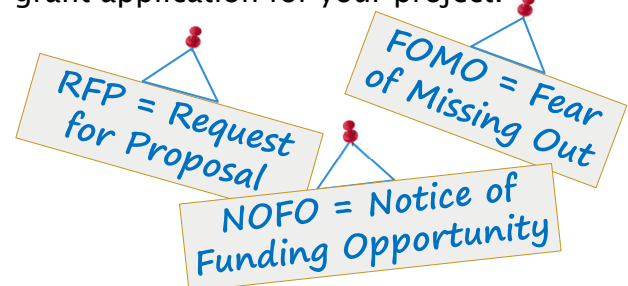
## What Does it All Mean?



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## What Does it All Mean?

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



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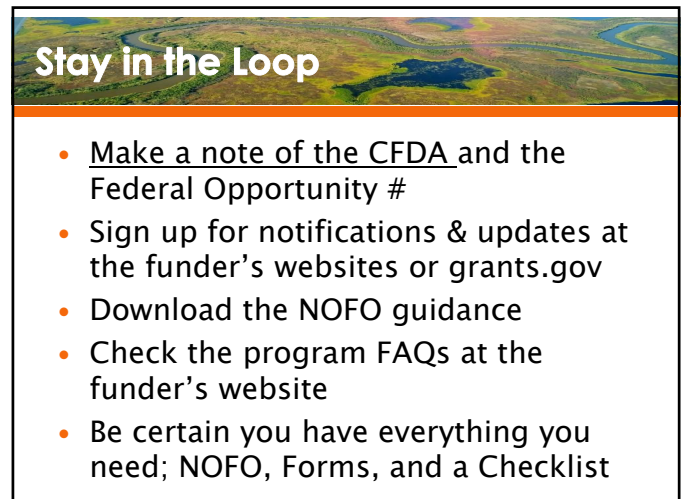
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## Pre-Application Checklist

- ✓ 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?



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## Pre-Application Checklist

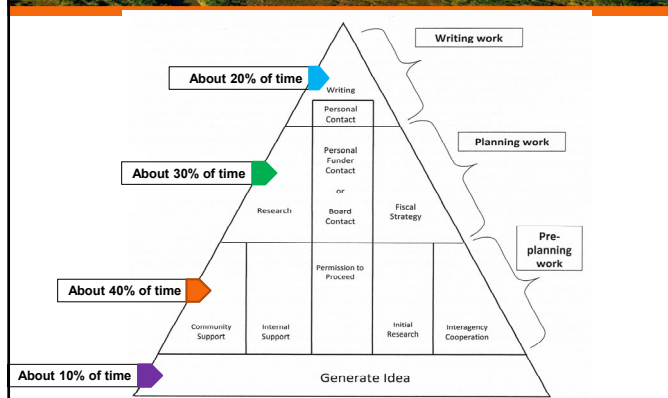
You'll need this information:

- ✓ EIN Number: Employer Identification Number [www.irs.gov](http://www.irs.gov)
- ✓ SAM.gov Government Registration [www.SAM.gov](http://www.SAM.gov)
- ✓ UEI Number: Unique Entity Identifier <https://iupdate.dnb.com/iUpdate/>
- ✓ Grants.gov: Find & Submit Grants [www.Grants.gov](http://www.Grants.gov)



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## Grant Writing: 80/20 Principle



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## Pre-Application Checklist



### 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.

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## Pre-Application Checklist

### 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*

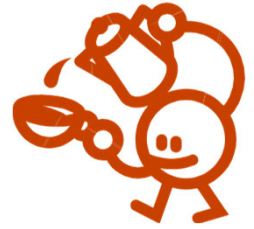


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## Grant Building: \$1 Million Advice

- Read the instructions
- Follow the instructions

Pour yourself  
a cup of coffee...  
you're going to need it!



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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?

**HOT TIP!**



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## Getting Ready to Write a Grant

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



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## Research & Resources

### 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



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## State of Alaska Online Resources

- Lien Watch
- Community Maps
- Financial Documents
- Community Database
- Community Status Report
- Community Photo Library
- Planning & Land Management Publications



[www.commerce.alaska.gov/web/dcra/  
communityinformation.aspx](http://www.commerce.alaska.gov/web/dcra/communityinformation.aspx)

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## Research & Resources

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



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## HOT TIP!

Do a search on your NOFO for words such as:

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

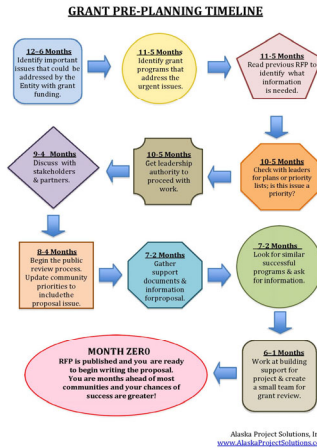


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## Pre-Planning

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.



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## Why is it important to talk to the community?



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## 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.



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## **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



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## 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?

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## 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?***



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## Financial Planning

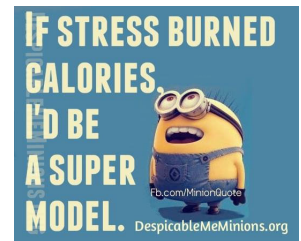
- Do you have finance staff available? (Or will you need to hire?)
- Will you need administrative funding?
- Will you need engineers and other contractors?
- Will there be travel costs?
- How about supplies, office space, or technology?



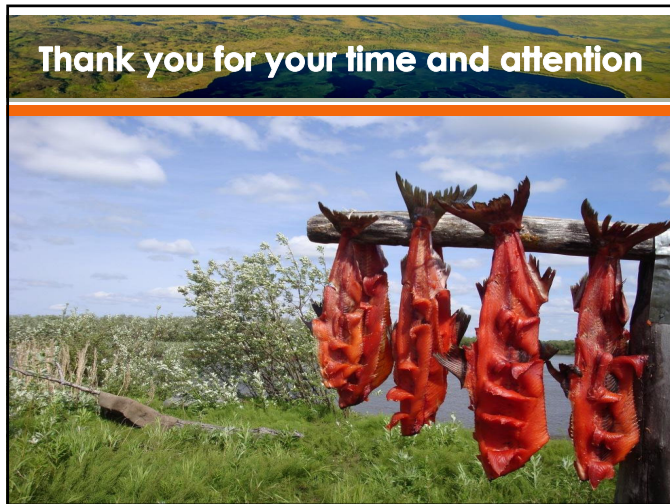
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## Submitting Your Application

- ✓ 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!



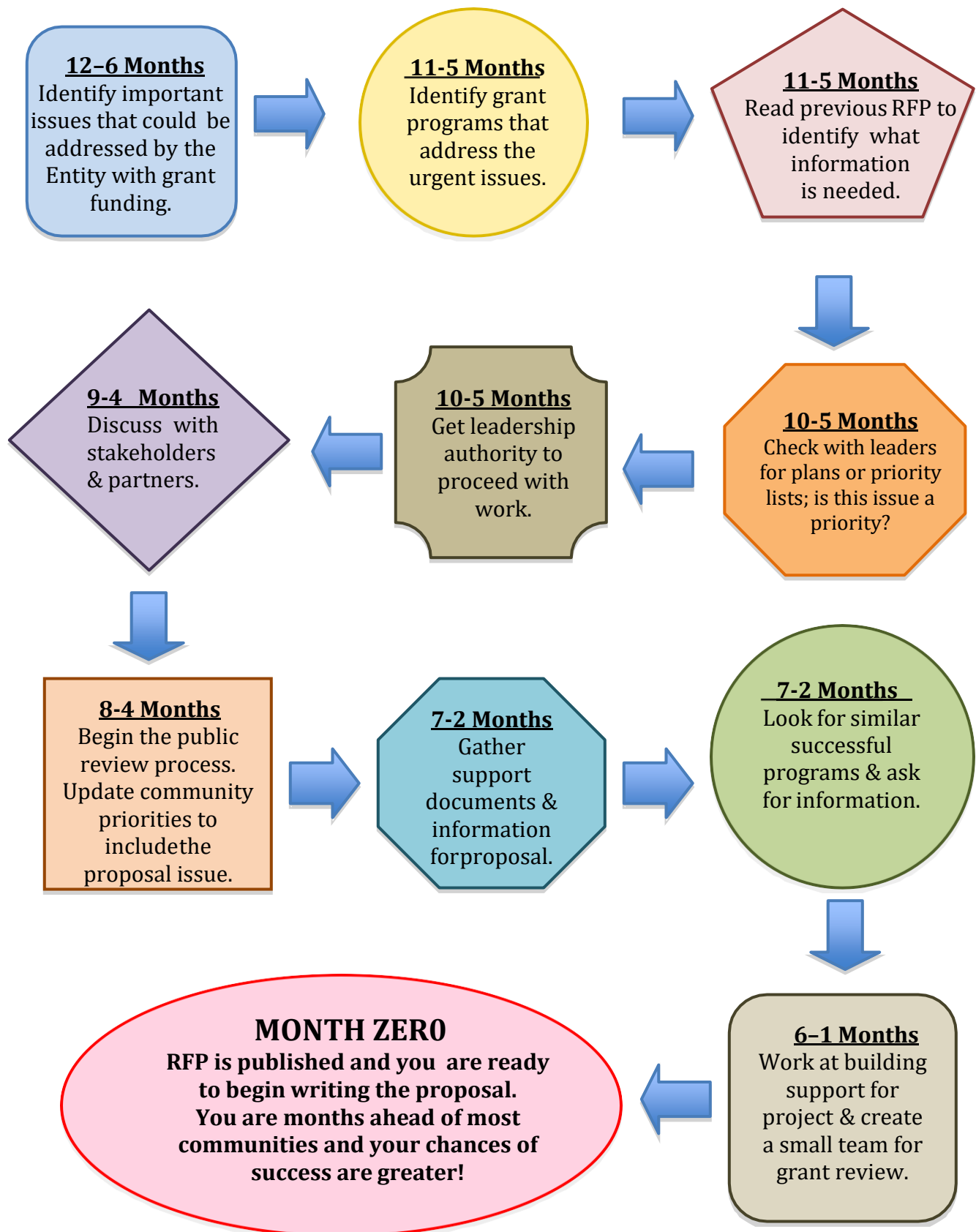
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# GRANT PRE-PLANNING TIMELINE



# How much time does it take to write a Grant Application?

