










Introduction


Is there anyone in the room
who has NEVER written a
grant application before...EVER?






Goal for this Training

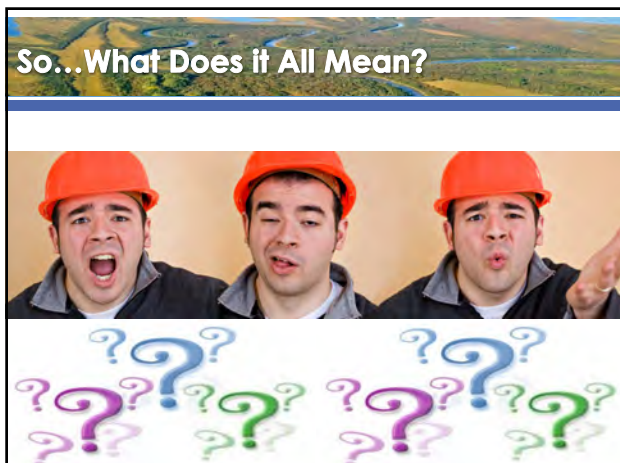
Show you how to plan,
prepare, and submit
excellent grant
applications, so you can
make a huge difference
for your community.





★ **1. Project Planning**
2. Application Preparation
3. Grant Submission





What Does it All Mean?

- **Grant Application**
A written proposal that requests funding for a specific project. This can be submitted to the Federal Government, State of Alaska, or an agency such as a local non-profit or Tribal Corporation.

What Does it All Mean?

- **Request for Proposal (RFP)**
NOFA, RFP, RFA, Announcement...
Terms you will commonly hear that all refer to the document you will need for guidance to write and submit your grant application.
 - ✓ NOFA: Otherwise known as the Notice of Funding Availability.
 - ✓ RFA or RFP: Also known as the Request for Application or Request for Proposal.
 - ✓ Commonly referred to as 'The Guidance'.

What Does it All Mean?

- **Goal**
The big purpose of your project




Example:
To build a road that connects us to a neighboring village.

A dream becomes a goal when action is taken toward achieving it...

What Does it All Mean?


- **Timeline or Schedule**
Scheduled month-by-month details of the project tasks or activities you will accomplish during the project period, to meet your project goal.



What Does it All Mean?

- **Reports**
An explanation of what you have accomplished in the project, submitted to your funding agency, usually each quarter. This also includes a financial report, which is prepared by your finance office.

Closeout reports are also required after your project is completed.



What Does it All Mean?

- **Milestones**

Key accomplishments that that will measure your progress throughout the project; usually these are connected to a scheduled activity or a budget expenditure.




What Does it All Mean?

- **Budget**

The allocations of the funding in the grants, such as salaries, travel, construction supplies, or contractors.

A budget is a vital piece of the project plan.





What Does it All Mean?

- **Stakeholder**

An individual, group, or organization, who may affect, or be affected by a decision, activity, or outcome of a project.

This generally includes your entire community and service providers.







Project Planning: FIRST THINGS FIRST

YOU NEED TO KNOW:

- EIN Number: Employer Identification Number: www.irs.gov
- SAM.gov: www.SAM.gov
- UEI Number: Unique Entity Identifier for SAM.gov
- Grants.gov: Grant application and submission www.Grants.gov





Project Planning: FIRST THINGS FIRST

SAM.GOV and GRANTS.GOV

- Registrations or updates can take weeks. **Be sure to get registered and activated before you do anything else.**
- Walk yourself through the Grants.gov system to understand how to submit your application. Watch the video tutorials.
- Get acquainted with the required forms.



Project Planning: FIRST THINGS FIRST

PLEASE REMEMBER:

- You will need logins and passwords for all these entities.
- Most of these require updates to the passwords every six months.
- When you have employee turnover, update your passwords.
- Keep the Login passwords in a secure location. Share this location with your supervisor or a trusted co-worker.

Hey, where do we find a grant?

- You might hear about it from a coworker.
- You might hear about it at conferences.
- You might get it in an email or even a fax.
- It can 'arrive' magically on your desk.
- You can find it online.

Hey Everyone! This looks like a GREAT GRANT for us!

...And it's due in THREE WEEKS!!!

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

- Are you **ready** to apply?
- Is this grant **relevant** to your needs?
- Are you **eligible** to apply?
- Is this project **achievable**?



Finding More Grants

RESEARCH

- www.akfederalfunding.org
- <https://www.nativefederation.org/afn-navigator-program/>
- <https://www.whitehouse.gov/bipartisan-infrastructure-law/>

These websites are maintained and updated almost daily.
Pick up more information this week here at the Symposium.



State of Alaska Online Resources

<https://www.commerce.alaska.gov/web/dcra/>

- Lien Watch
- Community Maps
- Financial Documents
- Community Database
- Ruba Quarterly Reports
- Community Status Report
- E-grants Online Database
- Community Photo Library
- Planning & Land Management Publications



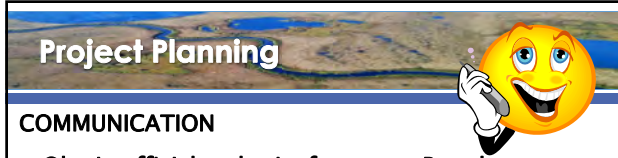


Project Planning

ASK YOURSELF AND YOUR LEADERSHIP

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






Project Planning

COMMUNICATION

- **Obtain official authority from your Board or your Council to move forward.**
- **Call the funder:** 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.



Project Planning

CHECK ON AGENCY'S 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?



Project Planning

CHECK ON OPERATIONAL POLICIES:

- Internal Controls
- Documentation
- Budget Controls
- Cost Principles
- Cash Management



Project Planning

PARTNERSHIPS

- Project Partners
- Education and Training Resources
- Local Programs and Services
- Facility, Office Space, Lodging
- Supplies, Materials, Vehicles
- Local Business Resources
- Human Resources



Project Planning

COMMUNITY SUPPORT IS:

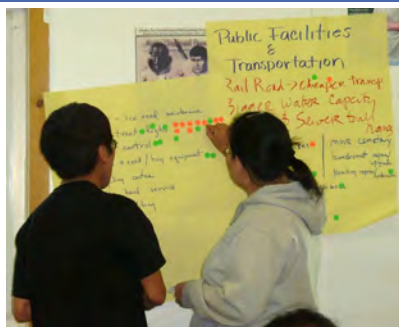
- Required by grantors.
- Needed to confirm your priorities.
- Critical for the success of your application.



Project Planning

COMMUNITY INPUT:


Gathering community input needs to be the first step to identify your priorities.





*What are the infrastructure needs of your community?
How do you know?*

- Roads
- Erosion
- Housing
- Landfills
- Water & Sewer Projects
- Energy Retrofits
- Building repairs
- Community Facilities



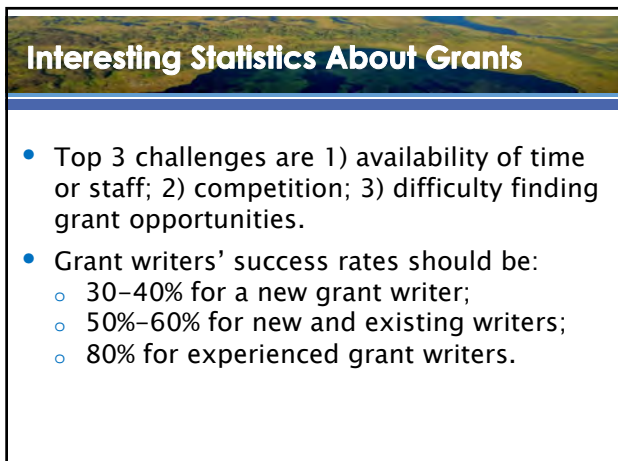
HOT TIP! One-Page Magic

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

OUR PROJECT

- ✓ Need
- ✓ Goal
- ✓ Budget
- ✓ Schedule



Interesting Statistics About Grants

- Top 3 challenges are 1) availability of time or staff; 2) competition; 3) difficulty finding grant opportunities.
- Grant writers' success rates should be:
 - 30–40% for a new grant writer;
 - 50%–60% for new and existing writers;
 - 80% for experienced grant writers.

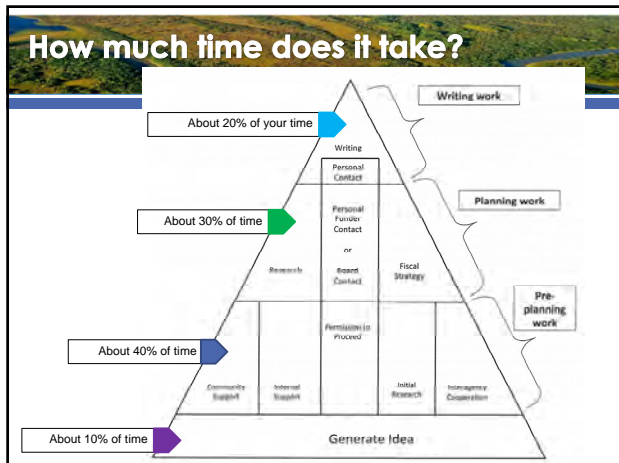
Interesting Statistics About Grants

- 26 different *Federal* grant-making agencies offer over 900 grant programs.
- Writing a single *Federal* grant application takes approximately 80–200 hours.
- 74% of grant writers are company employees.
- 8% of grant writers are contracted grant writers.

15 MINUTE BREAK



1. Project Planning
- ★ 2. Application Preparation
3. Grant Submission



Application Preparation

GETTING STARTED

- Make a note of the **CFDA** and the **Federal Opportunity Number**.
- Sign up for notifications.
- Sign up for modifications.
- Download the Guidance documents and begin reviewing.

Application Preparation: \$1 Million Advice


Read the instructions AND Follow the instructions!

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

Application Preparation

Get to know the NOFO for the grant.


- Set up the document with tabs for key sections and READ the entire document from beginning to end.
- **HIGHLIGHT** key points and important instructions.
- Note any attachments that will require signatures, and *do these first!*



Application Preparation

Get to know the various components for your project:

- Project Title
- Project description
- Statement of Work
- Program goal
- Planned activities & tasks
- Schedule to complete
- Project budget requirements
- Evaluation




Application Preparation

Establish deadlines to complete your application:

Due Date: _____

- _____: SAM and Grants.gov registrations
- _____: List of required support documents
- _____: Outline of narrative & budget
- _____: All supporting docs due to you, signed
- _____: Review of draft narrative & budget
- _____: Final edits are made
- _____: Submit application



Here's the BIG Secret... **Your funder wants to know!**


- WHO
- WHAT
- WHERE
- WHEN
- WHY
- HOW
- HOW MUCH, AND
- HOW DO YOU KNOW ?



Application Preparation

Review the scoring criteria for each section of the NOFO so you can aim for the winning points!


- Set a realistic Goal.
- Develop a reasonable workplan with relevant activities.
- Establish measurable tasks and milestones.
- Build a practical budget.
- Create useable job descriptions.



HOT TIP!

Search in your NOFO for words such as:

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



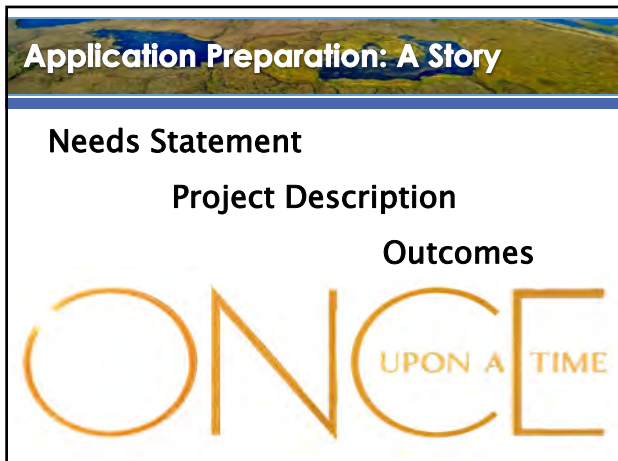


Application Preparation

Support documents required for your application will include:

- Council Resolution of Support
- Letters of Support and MOAs
- Resumes and Job Descriptions
- Match Commitment Letters
- Organizational Charts
- Certifications & Assurances
- Work plans, Schedules, and Budgets
- And Forms! SF424, SF424A, SF424C.

Lots of Forms!



Application Preparation: A Story

Needs Statement

Project Description

Outcomes

ONCE UPON A TIME




Application Preparation

What makes YOUR Alaska story compelling?

- **Big Need:** It is true and persuasive
- **Big Picture:** Better future, good change
- **Attention to Detail:** It contains accurate data and realistic planning.


Planning




Application Preparation

In simple words, you'll want to tell what you're going to do for your project to your stakeholders and application reviewers
This will include:

- What's going to happen and when;
- Who's doing it and their experience; and,
- Who else will be involved





Application Preparation

Project Description: Typical Sequence

The **Needs Statement** describes a pre-existing condition that needs changing.

The **Project Description** and **Scope of Work** rescues the "Need".

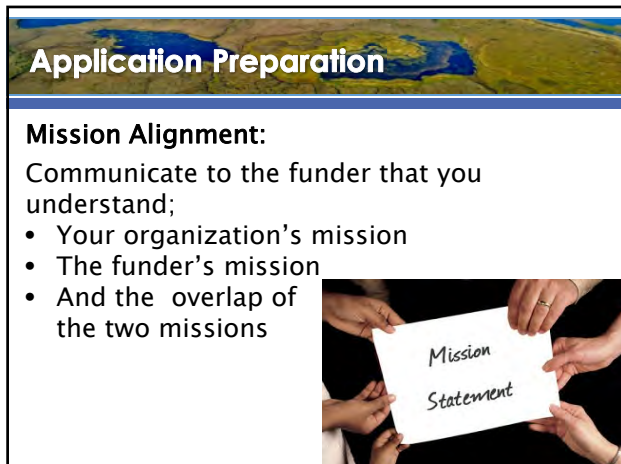
Outcomes express "Change" that will happen as a result of the Project.

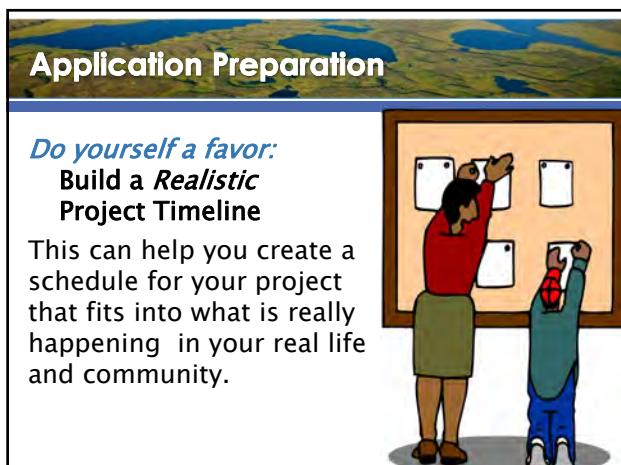


Application Preparation










Application Preparation

Consider all local, real-life events while making decisions for the project schedule. Here's how:

- Begin with local subsistence seasons
- Then, add your grant activities timeline and adjust as needed.
- Incorporate the local school calendar.
- Include any required conferences.
- Add holidays and special local events.
- Include leadership and staff meetings.
- Include project start and end dates, and reporting dates.



Application Preparation

OH YEAH!




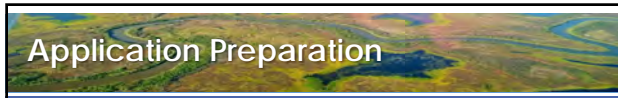
**A LOOK
at the
BUDGET**

Application Preparation

Your budget is one of the most important building blocks of your grant. Understanding your budget will help reviewers understand the costs of your project and will help you to complete your project with successful results.

What will the project cost?

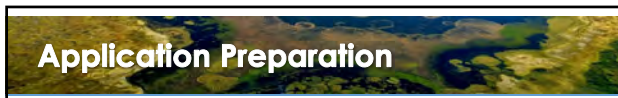




Application Preparation

Matching Funds May Be Required


- Demonstrates commitment to project
- Cost sharing and matching funds can be “in-kind” or “cash.”
- May or may not be required by agency
- If not required, you may cost -share /match to show commitment
- Required percentage may be specified by agency (i.e., 25% of direct cost)




Application Preparation

Do you have an indirect rate?

- The indirect or administrative costs recovered on grants allow the organization to build, maintain and operate the organization.
- Without them, the organization is unable to function.







Application Preparation

Before You Finalize Your Budget...

- Be sure your expenses are allowable for the project.
- Be sure your budget spreadsheet matches with the budget narrative and forms.
- Check your math – manually. Never trust Excel’s addition.






Application Preparation

Fonts, Forms, Formats, Headers, Footers, and a Table of Contents


- Follow the instructions for the outline precisely.
- Create required margins.
- Create a Table of Contents and update it before you submit your application.
- Follow the “KNOT” rule.



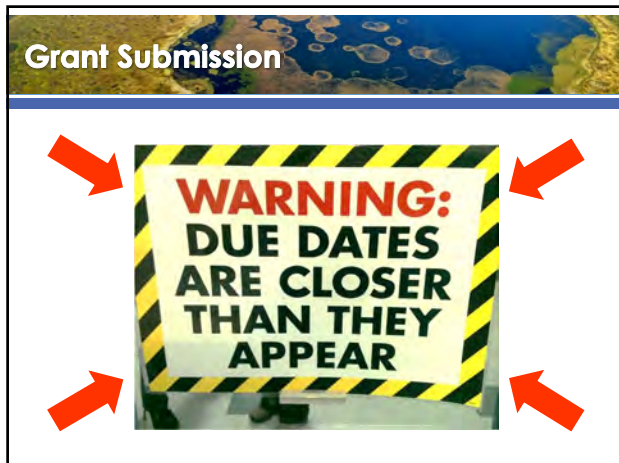


15 MINUTE BREAK





1. Project Planning
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Grant Submission

- **Check your logins to ensure they still work.**
- Expect to use electronic submission for your grant application. *Be sure to know your requirements ahead of time! Grants can have submission portals other than Grants.gov.*
- You'll need high speed internet, an updated computer, and the ability to **back up** your documents.

A slide titled "Grant Submission" with a list of requirements for grant submission. It includes a happy emoji character sitting at a laptop.

Grant Submission


- Be prepared for technical difficulties.
- Submit three days before the deadline.
- **Give yourself one entire day for submission.**

Submission Anxiety Disorder (SAD)

A slide titled "Grant Submission" with a list of tips for grant submission. It includes a sad emoji character with a hand on its forehead.

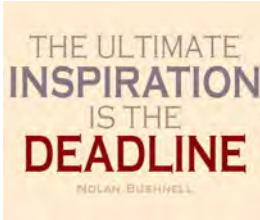
Grant Submission

- 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 will be surprised!



Grant Submission



- Add and re-add the budget; have your CFO review your budget – again!
- Adhere to all page and font requirements.



Remember: STUFF HAPPENS!



Grant Submission

- Save and submit your documents.
- Print out the confirmation number.
- Confirm receipt via email.


THEN.....

Post Submission Trauma Disorder (PSTD)

AFTER Submitting Your Application

AFTER SUBMISSION

- Make a file for final documents
- Note your calendar for the estimated notification of award date.
- Make copies of your grant for:
 - Your file
 - Your Supervisor
 - Your Finance Office
- **Thank the team who helped you!**



QUESTIONS?



Thank you for your time and attention. All our best to you and good luck with your community projects!

Emmonak Port Completion, Phase 1, 2022
