



Welcome to Congressman G. K. Butterfield's

2015 Grants and Opportunities
Workshop




Basic

Grant Writing, Grants
Management, Evaluation,
Recordkeeping, and Reporting
Concepts

Housekeeping Notes



- Please set cell phones to vibrate mode 
- This is a general discussion. Specific grants may request more or less information.
- Please keep side conversations to a minimum.
- Please don't hesitate to ask questions at any point during the presentation.
- There is no such thing as a dumb question....

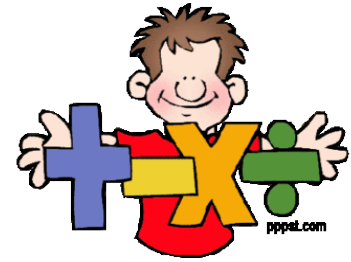
UNLESS I TELL YOU OTHERWISE!!!!!!

I. Follow the Instructions



- Due date and time
- Margins, font size
- Page limits
- What you can and can not include
- Electronic submissions, uploads, flash drives, copies, etc.

I. Follow the Instructions



Math lesson for the day:

If the Demand \$ > the Supply \$;

then **ERRORS = \$0**

II. Communicate Clearly



- Define acronyms at least once

If ITC for WTL, YWGAD!!!

If I'm Too Confused for Way Too Long,
YOU WON'T GET A DIME!!!

II. Communicate Clearly

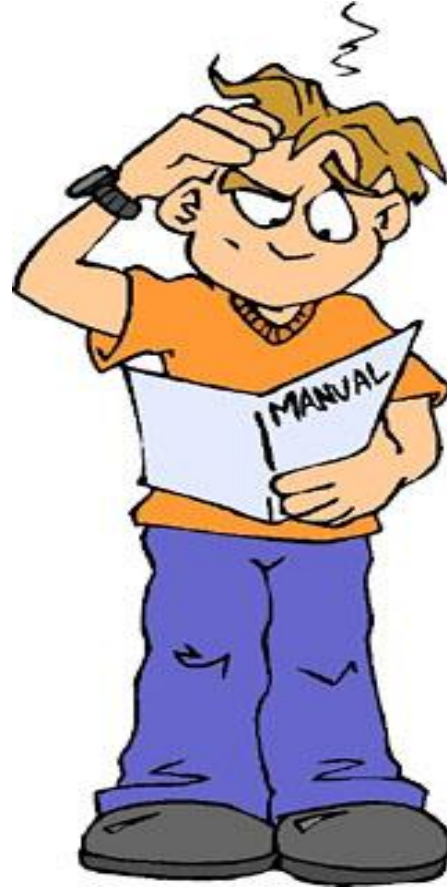


- Don't assume the reader's knowledge of the subject
 - Independent reviewers
 - The easier you make their job the better
- Have someone not involved in the process or outside of the organization to read before submission.
- Cut and Paste, with Care and Less Haste!!!
- Review, review, and then review again!!!

II. Communicate Clearly

Avoid the

“WHAT
IN THE
WORLD’S”!!



III. Cover Letters



- Brief and to the point
- Shouldn't simply repeat what is in the proposal
- Understanding of funder and how your request aligns with their priorities

IV. Organizational Documents



- Board Member List
 - Careful with relatives
- Organizational Chart
- Mission, Vision, History of the Organization
- Revenue and Expenditure Report
- Other funding and status of funding
 - Contracts
- Tax exempt status
- Financial Procedures
- Audit Reports
- Never send originals

V. Executive Summary



- One page summary of your proposal
- Information at a glance regarding what you are seeking, why, how much, what you will accomplish, etc.



VI. Determination of Need

- Process for determining the need
 - Research
 - Community Forum
 - Identified gaps in service
 - “Gee Whiz” moment
- What’s causing the issue?



VI. Determination of Need

- Who is experiencing and how many?
 - Population
 - Number in conjunction with %
 - Where located in the service area
- How effected?
 - What's happening as a result of the issue?
 - Could be multiple issues simultaneously

VII. How is your organization equipped to handle the issue?



- History
- Mission or enhanced mission
- Track Record (Intentional and non-intentional including outcomes/results)
- Other funding (past or present)

VIII. What do you propose to do?



- Strategies/Program Design
 - Main portion of the proposal
 - Strategies vs Support Service
 - Who will do the work, how often, when, etc.?
 - » Job Title, Description, etc.
 - » How many of each Job Title?
 - » Volunteers vs Paid staff
 - What will be provided and where?
 - How often will the strategies be evaluated for effectiveness?
 - Do strategies lead to outcomes?

VIII. What do you propose to do?



- Partnerships/Collaborations
 - In Writing; MOU/MOA
 - Not duplicating or supplanting efforts; filling a gap
 - Be careful with costs associated with partnered services
 - Backup plan in the event of....
 - Make sure partners are providing support and not all functions

VIII. What do you propose to do?



- Goals/Objectives
 - Outcomes
 - » How many; number and percentage
 - » By what date
 - » Incremental measures of change
 - » Tracking outcomes that were not intended
 - Keep it real
 - » Overselling
 - » Underselling

IX. Sustainability Plan



- What is your plan for continuance once funding ends?
 - Fundraising plans
 - Researching potential donors
 - Project has the potential for diversified funding streams
 - Social Enterprise
- Will your capacity increase as a result of funding?
 - Board development
 - Staff training/certifications
 - Development of policies/procedures
 - Accounting software or data tracking software

X. Evaluation of Effectiveness



- How do you evaluate your efforts?
 - Do you have a tool?
 - How often do you evaluate?
 - Who does it?
 - How are the results handled?
 - Customer satisfaction surveys

XI. Budget



- Make sure it adds correctly!!!!!!!!!!!!!!
- Make sure budget item is allowable
 - Caps on or disallow Admin, Equipment, etc.
- Make sure budget reflects proposed program
- Make sure cost is reasonable
- Salaried staff vs Volunteers
- Allocated Costs
- If there are specific cost for equipment, etc., how long is cost effective; in writing
- Mechanism for tracking cost

XII. Supplemental Information



- Follow the instructions!!!
 - Only include if allowed and adhere to page limits, if applicable
- MOU/MOA
 - Relevant to the project
- Letters of Support
 - Obtain from relevant parties
 - To use a template or not...that is the question?

Grants Management



GREAT DAY IN THE

MORNING....

WE GOT THE

MONEY!!!!!!

Grants Management

TODAY IS NOT THE DAY TO
LOSE YOUR MIND.....

THERE WILL BE PLENTY OF
TIME FOR THAT!!!



Grants Management



- Read the Contract thoroughly
 - Make sure you were funded for what you proposed
 - Verify the budget amount
 - » Sometimes funded for less or more and how does this modify your proposed plan.
 - Know the rules regarding:
 - » When funding begins/ends
 - » When do funds have to be obligated
 - » How funded; reimbursement, invoice for payment, drawdown, etc.
 - » When
 - » Reporting requirements
 - » Amendments, modifications, etc.

Grants Management



- Know the rules regarding:
 - » Discontinuance of funding
 - Funders have a right to stop funding or request funding back if misappropriated, noncompliance, or if no longer funded
 - » Appeal
- **DO YOU STILL WANT THE \$\$\$????**

Grants Management

HE WHO HAS THE GOLD....
MAKES THE RULES

IF YOU CAN'T FOLLOW THE
RULES....

DON'T TAKE THE GOLD!!!!



Grants Management



- Make sure you follow the Contract guidelines
 - Follow procedures for modifying program or budget
 - » Make sure it is allowed
 - » Don't do it before approved...in writing!!
 - Follow reporting requirements
 - » Goals
 - » Financials
 - » Due dates

Grants Management



- Don't incur cost BEFORE or AFTER the Contract period
 - » Sometimes Contracts start late/early
 - » Funder is NOT obligated to pay for those costs
- Always retain and maintain support documentation
 - » If it isn't written or if you can't prove it...it didn't happen!
 - » Acquire and retain receipts for invoices
 - » Maintain records for the required amount of time
- Desktop monitoring and field monitoring
 - » Timely entry of information into database, if necessary
 - » Files, records, and financials always "review" ready
 - » Be prepared for surprise visits and/or calls to participants

Safeguarding Funds

System or process for protecting funds

- Accounting procedures
- Accounting system
 - » In house or outsourced
- Segregation of duties; where feasible
- Allocation of cost
 - » Multiple funding sources
- Single bookkeeping system or segregated
- Audit



How our office can assist



- Search for grant opportunities
 - Can't write or review grants
- Foundation Directory Online
 - Requires a paid subscription
- Letters of Support
 - Federal grants
- Inquiries regarding status of proposals
 - Can be positive or negative



Be encouraged!!!

- Grant writing requires patience and no quit attitude
 - Not every grant you write will be funded
 - If you are not funded, typically you can request a debrief
 - Remember those who you have the heart to serve
- You have to determine the value for the effort
 - Time as it relates to reward
- If you can adequately convey your passion to paper, if it makes sense and you can measure the results, it is probable that someone will fund it...you just have to find the source!

In closing

- How do you eat an elephant....



Original Hot Sauce

My contact information

Reginald Speight, Director of Economic
Development

Office of Congressman G. K.
Butterfield

252-237-9816

reginald.speight@mail.house.gov

THANK YOU VERY MUCH!!

PLEASE VISIT WITH THE
GRANTORS/RESOURCE PROVIDERS

PLEASE COMPLETE YOUR
EVALUATIONS AND LEAVE WITH ONE
OF THE INTERNS/STAFF