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GRANTSMANSHIP & DEVELOPING RELATIONSHIPS

the basics for *any* grant



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UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

- Eligibility-
- Partnerships
- Secured fiscal match
- Buy in of agency
- Support of citizens, ...

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Continued - UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

- Completeness
- Copies of deeds
- Correct signatures
- Plans
- Supplemental information
- Followed directions,...

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Continued - UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

• Correctness

- All information submitted is indeed what the application guidelines request.
- Make the information easy to read and find – never make the reviewer do extra work looking from one section to another to find needed information
- No fluff, ...



Continued - UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

• Team Score

- Team scoring is to create consistency and fairness to all applicants.
- Do not rely on your past history of grants or relationships with the reviewers when completing the application.
- Do not expect their personal knowledge to “fill in the gaps” in any application.



Continued - UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

• Granting Board Review

- Realize that different granting boards and foundations communicate with each other, and how well you administer one grant may affect others
- Using personal connections may back fire for your application, it is best to let the application speak for itself.



Grant Paperwork

- System of maintaining grant paperwork
- Keep copies of all correspondence and invoices
- Place date, project name and numbers on all correspondence
- Send all correspondence to the correct contact person



Grant Administration

- Designate one grant coordinator for your project and they are the contact person for the grantor
- Create a 3 ring binder or some type of system for keeping your project organized
- Make sure you have invoices by project element as identified in your project scope or budget, as determined by your grantor.



Good communication with Grantor

- Maintain open communication with the grantor and the project administrator.
- Be honest and send updates as needed or required to your appropriate grantor staff



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Continued
Good communication with Grantor

- If changes in your staff, please let the grantor know
- Sound reasoning and justification are appreciated by the grantors

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Budget and Closeout Administration

- Work with your contractor to make sure all invoices match your budget or project scope for reimbursements or closeouts.
- Ask questions if you do not understand the process.

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Continued – Budget and Closeout Administration

- Project Results
- Measureable objectives met
- Photos and notes of project

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Continued – Budget and Closeout Administration

- Media coverage that can assist you with exposure if placed in grantors publications
- Quality facilities and programs, ...



Continued – Budget and Closeout Administration

- Grantor Training - Most grants have trainings, workshops, web classes, or some type of training
- Ensure your staff understand their role in the process of the project.
- Partners – Make sure partnerships are on firm foundation, fiscally and administratively



WHY GOOD MANAGEMENT MATTERS: THE IMPORTANCE OF EXCELLENT GRANT ADMINISTRATION

- **Project Completion**
- Project adheres to Grantor's specifications
- Good record of administration with Grantor
- Amendments and extensions within Grantor's guidelines



Continued -

WHY GOOD MANAGEMENT MATTERS:
THE IMPORTANCE OF EXCELLENT GRANT
ADMINISTRATION

- **Excellent Closeout**
- Good record to use with other grantors
- Your department's reputation for excellent use of budget with matching funds for quality projects



Web sites with grant administration
tips:

- http://www.parks.ca.gov/pages/795/files/western_city_grants_11-05.pdf
- <http://www.dfr.state.nc.us/Urban/pdf/0809%20grant/ADMIN%20GUIDELINES%202008.pdf>
- http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show