

**8th Annual Grants Training Seminar
Presented By:**

- Charles County Public Library
- Charles County Government
- Charles County Public Schools
- College of Southern Maryland
- Nonprofit Institute at the College of Southern Maryland
- Tri-County Council for Southern Maryland



**Tricks of the
Trade:
Grants from
Announcement
to Award**

Researching Opportunities

- Where do I look?
 - Foundation Center
<http://foundationcenter.org/findfunders/>
 - Philanthropy News Digest, a service of the Foundation Center, is the leading source for information on philanthropy in the news.

Grant Solicitation

- Common terms:
 - Funding Opportunity Announcement (FOA)
 - Notice of Funding Availability (NOFA)
 - Request for Application (RFA)
 - Request for Proposal (RFP)

Grant Solicitation



- Key Elements:
 - Application deadline
 - date and time
 - Funding intent/purpose
 - how does it compare with your organization's goals
 - Eligibility requirements
 - who can apply

Grant Solicitation

- Key Elements:
 - Matching requirements (what is required)
 - How much (ratio)
 - In what form (cash, in-kind, combination)
 - Other considerations
 - award range
 - estimated number of awards
 - project period
 - application submission requirements

Application Preparation

- Why are we applying
 - Grants take time, energy, resources
 - Be sure that it is hitting your target
 - Idea / concept ties directly to your strategic priorities



Application Preparation

- Utilize the guidelines
 - Draft your proposal to the guidelines
 - Know the grant criteria and follow it!
 - If uncertain, ask question of funding agency
 - Make improvements to application based on grantor feedback
 - Add up your budget – make sure the numbers work

Application Preparation

- Pitfalls and Pointers
 - Value of the Application - credibility is key
 - Track achievements accurately. no exaggerations
 - Know your organization's capacity
 - Set up a realistic plan of evaluation
 - Overlooked practical considerations
 - Start early to avoid the deadline panic
 - Write proposal summary at the end

Application Review / Selection Process



Application Review / Selection Process

- **Are all the elements there? - What makes up a winner?**
 - All application elements were supplied – checklist complete?
Incomplete elements could bump your application out of the running before the funder has read your request.

Application Review / Selection Process

- Scoring criteria
 - Executive Summary is clear?
 - Description of services they currently supply?
 - Concrete scope of work for the funding request?
 - Goals - measurable, realistic, and have a definite time period?
 - <http://performwell.org>

Application Review / Selection Process

- Scoring criteria
 - Startup program or enhancement?
 - Data backs up the need / benefit of funding request?
 - Organization appears to be sustainable?

Application Review / Selection Process

- Scoring criteria
 - Applicant has the skill set?
 - If requested and supplied, operating budget for the whole agency is reasonable?
 - Program budget in application is reasonable?

Application Review / Selection Process

- Scoring criteria
 - Matching funds?
 - Applicant has other funding sources?
 - Partnering with another organization(s) for work on the project?
- Scores are compiled and selection occurs

What's Next?



- The answer is yes 😊
- The answer is no ☹️
- Follow-up: Building Relationships

Other Resources

- Charles County Government Grants website:
<http://www.charlescountymd.gov/fas/grants/grant-applicationproposal-writing-resources>
- Training materials from this conference:
<http://www.charlescountymd.gov/fas/grants/other-grant-trainings-and-funding-opportunities>

Other Resources

- Grants Space:
<http://grantspace.org/>
GrantSpace, a service of the Foundation Center, offers information and resources that are specifically designed to meet the needs of grant seekers.

Other Resources

- Nonprofit Institute at the College of Southern Maryland:
<http://www.csmd.edu/NonProfitInstitute/index.html>

The Institute seeks to enhance the effectiveness of nonprofits through the provision of training, networking, and consultation services for nonprofit leaders, their staffs, board members, and volunteers.

**Post Panel Discussion /
Questions**


