Grant Readiness

Kimberly Hays de Muga, GPC
Amanda Day, GPC

- Co-Owners of HayDay Services – speaking, coaching, and training
- Co-Creators & Co-hosts of Fundraising HayDay, a podcast about grants & such
- Combined 50+ years of grant & fundraising experience
- Grant Professional Certified (GPC)
- International Grant Trainers – more than 20,000 students
- Leadership at board levels: Grant Professionals Association (GPA), Grant Professionals Certification Institute (GPCI), Grant Professionals Foundation (GPF), and Georgia GPA chapter

HOUSE RULES

- Use chat for connecting with your fellow attendees
- Use Q & A for questions you'd like Kimberly and Amanda to answer
- GMA will make all slides and handouts available to attendees
- This is being recording, and you will receive access to the recording via GMA

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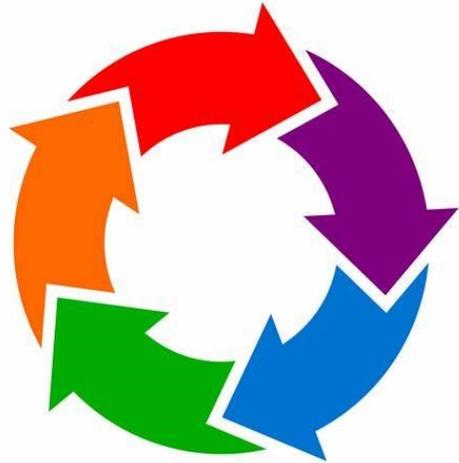# Grant Readiness = Improving Credit Score

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GRANT CYCLE

a. Define Project/Needs
b. Research Opportunities
c. Follow NOFO/RFP Instructions to the Letter
d. Submit Proposal on Time
e. Wait 3-10 Months
f. When Funded: Complete All Objectives, Spend All the Money According to Your Approved Budget
g. Lather, Rinse, Repeat

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BEYOND THE GRANT APPLICATION

a. It takes more than caffeination!
b. Operations
c. Connections
d. Documentation

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OPERATIONS: FINANCES

a. Don't compete against yourself! Align finance, procurement, planning, and departments

b. Overall and departmental budgets approved and organized

c. Financial reporting – monthly, quarterly, annually

d. Budget for match (cannot be other federal funds)

e. Program priorities / wishlist

f. Registered in SAM.gov, grants.gov, login.gov, state, and federal agency portals

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OPERATIONS: GRANT MANAGEMENT CAPACITY

BE FAMILIAR WITH:

a. The Federal 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements

b. Title VI

c. American with Disabilities Act

d. Capital projects
  a. Davis Bacon Act
  b. Buy America
  c. Both are especially important provisions that may have different standards than state or local wage or procurement requirements

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CREATING CONNECTIONS & BUILDING AWARENESS

a. Local offices of US Senators and Representatives
b. State agencies
c. Civic and community groups
d. Neighboring municipalities and counties
e. Other local agencies, nonprofits, businesses

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SECURING MOST REQUESTED DOCUMENTATION, PART 1

- Overall Municipal or Department Budget
- Organizational Chart
- Maps
- Timelines
- Charts & Graphs
- Logic Models

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SECURING MOST REQUESTED DOCUMENTATION, PART 2

a. Job Descriptions
b. Resumes/Professional Bios
c. MOUs/MOAs
d. Letters of Support/Endorsement
e. Operating Budget
f. Audits

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FEDERAL/STATE GRANT READINESS BEFORE GRANT OPPORTUNITY IS ANNOUNCED, PART 1

a. Ongoing review of grant opportunities (state agency websites, grants.gov, federal agency websites)
b. Check out current and past grantees on agency's program page, where available
c. Renew or complete SAM.gov, grants.gov, login.gov, and state and federal agency portals
d. Assemble grants team (subject matter experts, writer, editor, post award manager, finance and program people where appropriate)

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FEDERAL/STATE GRANT READINESS BEFORE CAPITAL (BIL, IRA) GRANTS ARE ANNOUNCED, PART 2

a. Understand Justice40 tools and census tracts (BIL, IRA, and other major federal funding). Know your Justice40 designated census tracts, as many discretionary grant programs give additional consideration to projects that benefit J40 census tracts.

b. Involve small and disadvantaged business enterprises in projects and applications.

c. Plan and budget for "meaningful public involvement" – DOT guide in handouts

d. Prepare your Capital Project's Benefit-Cost Analysis - DOT

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Fundraising HayDay Podcast Episodes

- S1, E8 – Getting to Know Your Organization, Community, and Clients

- S1, E14 – Public Funding & You

- S4, E9 – Don't Hate, Collaborate: Social Grant Responsibility

- S5, E1 – When Should You Write a Grant?

- S6, E5 – What Can Elected Officials Do For You?

Find episodes on Apple Podcasts, Spotify, or our website: www.haydayservices.com/podcast/
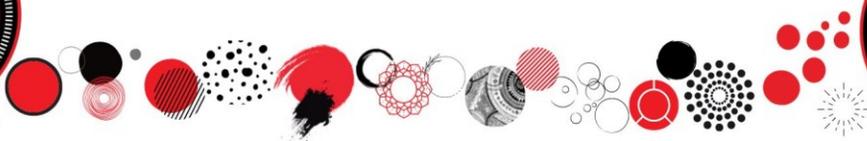
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QUESTIONS & RESOURCE GUIDE

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Where to find us!

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