

# FEDERAL GRANTS: ARE YOU READY?

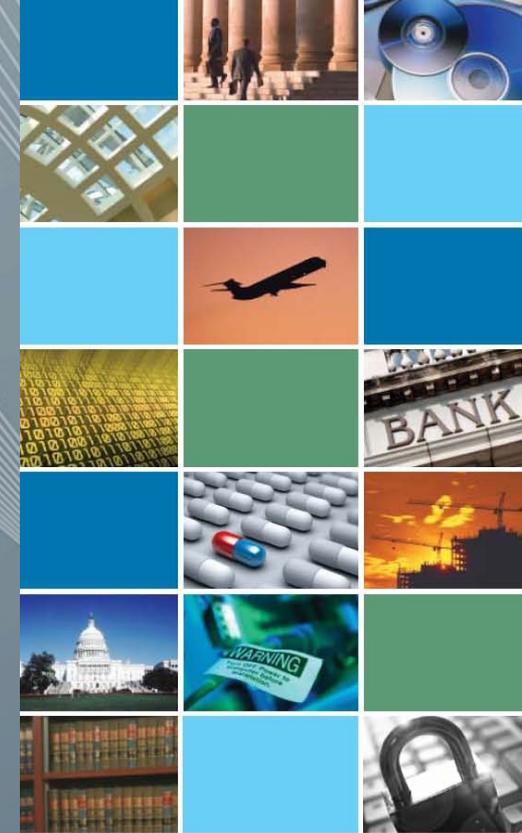
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# WHAT IS A FEDERAL GRANT?

- A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. Federal grants are not federal assistance or loans to individuals.
- Grants are not benefits or entitlements.
- A CONTRACT
  - An award of financial assistance for a particular public purpose.

# TYPES OF FEDERAL GRANTS

## ➤ FORMULA

- Grants of money to states and/or localities based on a formula defined by congress. (Ex. CDBG)
  - CDBG
  - Justice
- Some formula grants are sent to states and then become competitive from the state
  - CDBG
  - Education

# TYPES OF FEDERAL GRANTS

## ➤ DISCRETIONARY

- Grants of money to eligible entities on the basis of a competitive process.
- Some states apply and distribute to local groups by formula or discretionary.
- This type requires strong proposals.
- Very competitive.

# TYPES OF FEDERAL GRANTS

## ➤ EARMARK

- A legislative (especially congressional) provision that directs approved funds to be spent on specific projects, a non competitive grant.
- Still requires a application.
- Organization still must conform and agree to all general and specific conditions.
- Not allowed on appropriations bills in 112<sup>th</sup> or 113th Congress.

# EARMARKS

➤ ear·mark (îrmärk) - *American Heritage Dictionary*

## NOUN:

An identifying feature or characteristic: *a novel with all the earmarks of success.*

An identifying mark on the ear of a domestic animal.

## TRANSITIVE VERB:

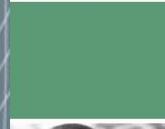
ear·marked, ear·mark·ing, ear·marks

To reserve or set aside for a particular purpose.

To mark in an identifying or distinctive way.

To mark the ear of (a domestic animal) for identification.

# EARMARKS

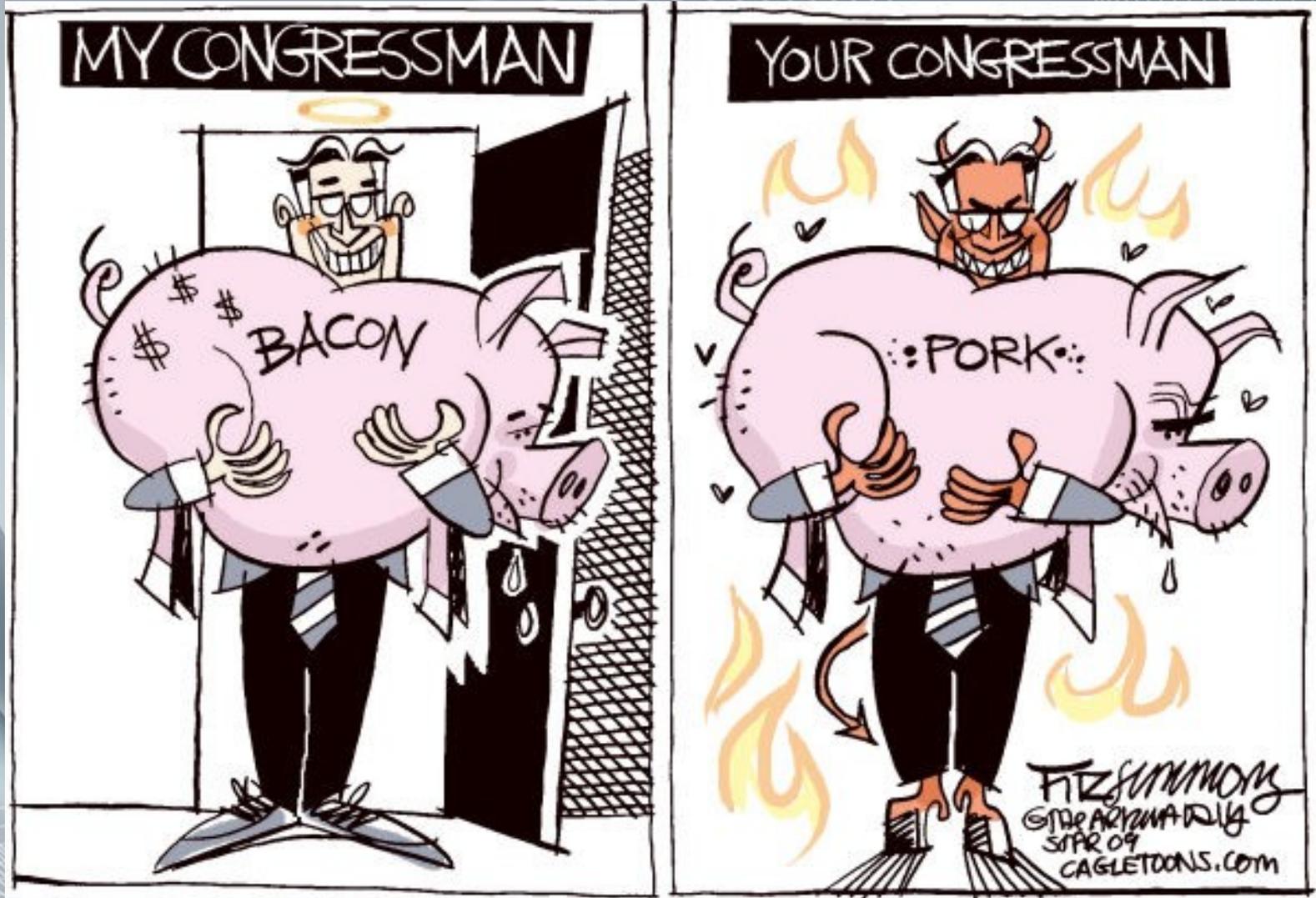


# EARMARKS

- The idea of directing federal money to specific local projects originally came from Rep. [John C. Calhoun](#) (D-S.C.) when he proposed the Bonus Bill of 1817 to construct highways linking the East and South of the United States to its Western frontier. At the time, these projects were referred to as "internal improvements."
- President Madison vetoed the bill.



# EARMARKS



# IS MY ORGANIZATION GRANT READY?

- **WHAT TYPE OF ORGANIZATION ARE YOU?**
  - FOR PROFIT?
  - NON-PROFIT?
- **DO YOU HAVE A CHARTER ISSUED BY THE SECRETARY OF STATE?**
- **Do you have a FEIN? (Federal Employer Identification #)**
- **WHAT TYPE OF NON-PROFIT ARE YOU?**
  - 501C3
  - 501C6
- **CAN YOU PROVE IT?**

# IS MY ORGANIZATION GRANT READY?

- **DO YOU HAVE A DUN AND BRADSTREET (DUNS) NUMBER?**
  - The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.
  - All federal grantees are required to have a DUNS number.
  - If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform/displayHomePage.do>.

# IS MY ORGANIZATION GRANT READY?

- **HAS YOUR ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)**
  - If your organization is not registered, you can apply online by going to <http://www.ccr.gov>.
  - CCR has developed a handbook (<https://www.bpn.gov/ccr/doc/UserAccount.pdf> ) to help you with the process.
  - Registering with the CCR is required for organizations to use Grants.gov (almost all federal grants are now received through Grants.gov).
  - **Your organization needs to renew their CCR registration once a year.**

# IS MY ORGANIZATION GRANT READY?

- **When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "MPIN."**
- **This MPIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs).**

# IS MY ORGANIZATION GRANT READY?

## ➤ CCR CONTINUED

- When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). Usually the Executive Director or other official authorized to sign contractual documents for your organization. This person will identify a special password called an "MPIN."
- This MPIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs).

# IS MY ORGANIZATION GRANT READY?

- You are now able to submit federal grant applications at [Grants.gov](https://www.Grants.gov).



# IS MY ORGANIZATION GRANT READY?

## ➤ Prepare the Following Files

- Copy of charter/bylaws
- Copy of 501 c3 letter
- List of board with contact information
- Mission Statement approved by board
- Organizational Chart
- Job descriptions for all staff
- Current resume/bios/CVs for all staff
- Number FT/PT/volunteer staff
- Number of volunteer hours within last year
- Copy of most recent operating budget
- Copy of last 3 financial audits
- Last 3 annual reports

# IS MY ORGANIZATION GRANT READY?

- **Prepare the Following Files (cont.)**
  - **List of current funding sources**
  - **List of all partnerships and/or collaborations within the last five years**
  - **Copy of Board & personnel policies/procedures**
  - **Organizational history**
  - **Description of all current programs**
  - **Demographic information on your clients and your community**
  - **Copy of needs assessments and program evaluations**
  - **Recent publicity, TV coverage, news articles and newsletters concerning your organization and it's programs.**

# IS MY ORGANIZATION GRANT READY?

- **Prepare the Following Files (cont.)**
  - **Names and addresses of your congressional delegation.**
  - **Copies of strategic and master plans**
  - **Brochures**



# IS MY ORGANIZATION GRANT READY?

- **What is the difference between strategic and master plans?**
  
- **STRATEGIC PLANS**
  - **Organization wide plans**
    - **5,10, and 20 year plans**
  
- **MASTER PLANS**
  - **Project specific**
  - **Usually large multi-million dollar projects**
  - **Usually contains construction or renovation of facilities**



# IS MY ORGANIZATION GRANT READY?

## ➤ Additional Tips

- Get to know your local government.
  - Mayor and Council
    - County Administrator and his/her staff
  - State Representatives and State Senators
    - Their staffs
- Get to know the staff in the local offices of your US Senator and House members.
- Put them on your mailing, eblast, and newsletter lists.
- Attend council meetings regularly.
- Sell you organization regularly to these people.

# IS MY ORGANIZATION GRANT READY?

## ➤ Additional Tips

- **Develop you public voice**
  - Website, eblasts,
  - social networking sites (Linkedin, Face book, etc.)
- **Network in your community**
  - Join and participate in local civic groups
    - Lions club, Rotary, Historical Society, etc.
- **Use your board members to network your organization.**
- **Work to collaborate with others before you ask them to collaborate with you.**



# IS MY ORGANIZATION GRANT READY?

## ➤ Additional Tips

- Look for improvements in your existing programs
- Diversify your funding sources (Don't put all of your eggs in one basket)



# CAN YOU HANDLE THE GRANT IF FUNDED?

## ➤ Financial

- Is the design of your accounting procedures adequate?
- Can it meet the tests required by a single audit?
  - Ask your CPA.
- Can your accounting system and staff handle the extra work?
  - Ask your staff.

# CAN YOU HANDLE THE GRANT IF FUNDED?

## ➤ Programmatic

- Does your organization have the history and experience to execute this grant?
- Does your organization have the staff to implement this grant or will they have to be hired?
- If hired, does the project director have the experience and the time to oversee them?

# SEARCHING FOR FEDERAL FUNDS

## ➤ The Federal Register:

<http://www.gpoaccess.gov/fr/advanced.html>

- the Federal Register is the official daily publication for rules, proposed rules, and notices of federal agencies and organizations, including information on grants as well as executive orders and other presidential documents.
- It also publishes proposed funding guidelines for some grant programs.



# SEARCHING FOR FEDERAL FUNDS

- **Catalogue of Federal Domestic Assistance (CFDA)**  
[www.cfda.gov](http://www.cfda.gov)
  - **Catalog of Federal Domestic Assistance (CFDA)** provides a full listing of all federal programs available to state and local governments (including the District of Columbia); federally-recognized Indian tribal governments; Territories (and possessions) of the United States; domestic public, quasi- public, and private profit and nonprofit organizations and institutions; specialized groups; and individuals.

# SEARCHING FOR FEDERAL FUNDS

- Grants.GOV: <http://www.grants.gov/>
  - There are 26 federal agencies that offer over 1,000 grant programs annually in various categories.
  - They each use Grants.gov to receive grant applications.
  - For helpful search tips and to learn more about finding grant opportunities on Grants.gov check out the Search Grant Opportunities guide at <http://www07.grants.gov/search/basic.do>

# SEARCHING FOR FEDERAL FUNDS

## ➤ The 26 agencies are

- Agency for International Development
- Appalachian Regional Commission
- Bureau of Reclamation - South Central CA Area Office
- Christopher Columbus Fellowship Foundation
- Corporation for National and Community Service
- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of Veterans Affairs
- Department of the Interior
- Department of the Treasury
- Election Assistance Commission
- Energy Cluster Program
- Environmental Protection Agency
- Federal Mediation and Conciliation Service
- General Services Administration
- Institute of Museum and Library Services
- Institute of Peace
- James Madison Memorial Fellowship Foundation
- Japan-United States Friendship Commission
- Marine Mammal Commission
- Millennium Challenge Corporation
- National Aeronautics and Space Administration
- National Archives and Records Administration
- National Council on Disability
- National Credit Union Administration
- National Endowment for the Arts
- National Endowment for the Humanities
- National Science Foundation
- Nuclear Regulatory Commission
- Office of the Director of National Intelligence
- President's Committee on the Arts and Humanities
- Small Business Administration
- Social Security Administration
- Woodrow Wilson Center



# SEARCHING FOR FEDERAL FUNDS

➤ More than 1,000 grant programs are offered by the 26 federal grant-making agencies, and these programs fall into 21 categories. Some agencies may be listed in multiple grant categories.

- Agriculture
- Arts
- Business and Commerce
- Community Development
- Disaster Prevention and Relief
- Education
- Employment, Labor and Training
- Energy
- Environmental Quality
- Food and Nutrition
- Health
- Housing
- Humanities
- Information and Statistics
- Law, Justice and Legal Services
- Natural Resources
- Recovery Act
- Regional Development
- Science and Technology
- Social Services and Income Security
- Transportation

# US GOVERNMENT AGENCY WEBSITES

- USDA: [www.usda.gov](http://www.usda.gov)
- Department of Commerce: [www.commerce.gov](http://www.commerce.gov).
- Department of Education: [www.ed.gov/index.jhtml](http://www.ed.gov/index.jhtml)
- Department of Energy: [www.energy.gov](http://www.energy.gov)
- Department of Health and Human Services: [www.hhs.gov](http://www.hhs.gov)
  - Admin for Children & Families:  
<http://www.acf.hhs.gov/grants>
- HUD: [www.hud.gov](http://www.hud.gov)
- Homeland Sec.: <http://www.dhs.gov/xopnbiz/grants/>
- Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)



## US GOVERNMENT AGENCY WEBSITES (Cont.)

- Centers for Disease Control and Prevention: [www.cdc.gov/about/funding.htm](http://www.cdc.gov/about/funding.htm)
- Health Resources and Services Administration: <http://www.hrsa.gov/grants/>
- National Institutes of Health: <http://grants.nih.gov/grants/oer.htm>
- Substance Abuse and Mental Health Administration: <http://www.samhsa.gov/grants/>
- Department of Interior: [www.doi.gov](http://www.doi.gov)
- Fish and Wildlife Service: [www.fws.gov/grants](http://www.fws.gov/grants)

## US GOVERNMENT AGENCY WEBSITES (Cont.)

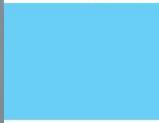
- Department of Justice: <http://www.justice.gov>
  - Bureau of Justice Assistance:  
[www.ojp.usdoj.gov/BJA/resource/index.html](http://www.ojp.usdoj.gov/BJA/resource/index.html)
  - Bureau of Justice Statistics: [www.ojp.usdoj.gov/bjs](http://www.ojp.usdoj.gov/bjs)
  - COPS: [www.cops.usdoj.gov/](http://www.cops.usdoj.gov/)
  - National Institute of Justice:  
<http://www.ojp.usdoj.gov/nij/funding/welcome.htm>
  - Office of Justice Programs: [www.grants.ojp.usdoj.gov](http://www.grants.ojp.usdoj.gov)
  - Office of Juvenile Justice:  
<http://www.ojjdp.gov/funding/FundingList.asp>
  - Office for Victims of Crime:  
<http://www.ojp.usdoj.gov/ovc/fund/welcome.html>
  - [National Criminal Justice Reference Service](http://www.ncjrs.gov/fedgrant.html)  
<http://www.ncjrs.gov/fedgrant.html>
  - Community Capacity Development Office:  
<http://www.ojp.usdoj.gov/ccdo/funding/welcome.html>

## US GOVERNMENT AGENCY WEBSITES (Cont.)

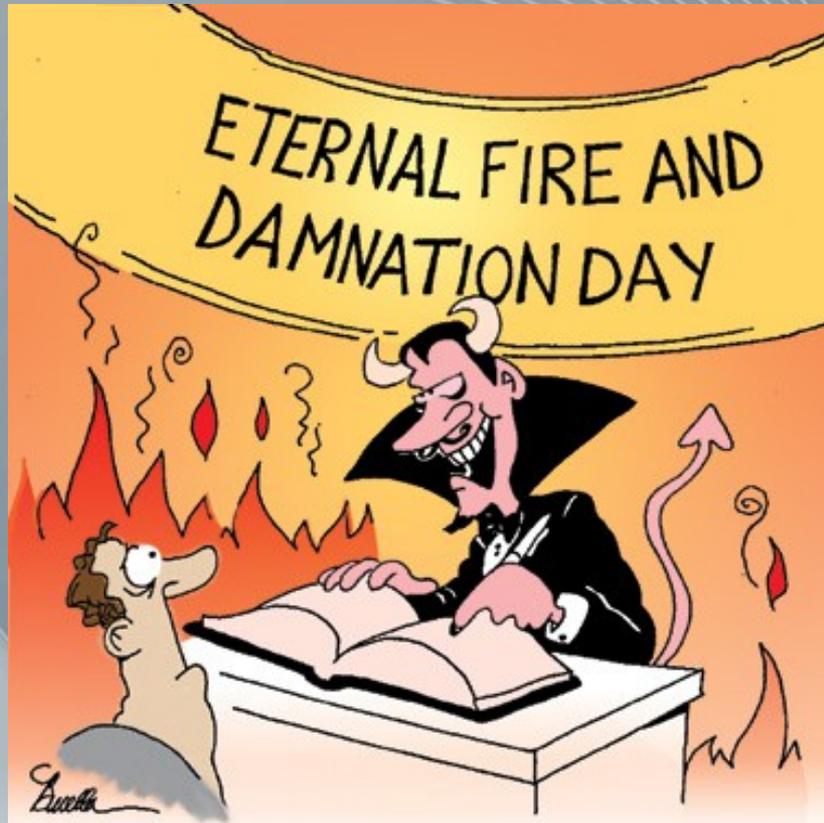
- Institute of Museum and Library Services: [www.ims.gov](http://www.ims.gov)
- National Archives & Records Admin. : [www.archives.gov](http://www.archives.gov)
- National Endowment for the Arts: [www.nea.gov](http://www.nea.gov)
- National Endowment for the Humanities: [www.neh.gov](http://www.neh.gov)
- National Science Foundation: [www.nsf.gov](http://www.nsf.gov)
- Small Business Administration: [www.sba.gov](http://www.sba.gov)
- Department of Transportation: [www.dot.gov](http://www.dot.gov)
- FEMA, <http://www.fema.gov/government/grant/index.shtm>

# GRANT APPLICATION PACKAGES

- **ALSO CALLED "NOTICE OF FUNDING AVAILABILITY" (NOFA) or "REQUEST FOR PROPOSALS" (RFP)**
  - **FOUND IN FEDERAL REGISTER AND ON GRANTS.GOV**
- **NO TWO GRANT APPLICATIONS ARE THE SAME**
- **READ, READ AND READ AGAIN**
- **MAKE NOTES**
- **CAREFULLY FOLLOW ALL DIRECTIONS**
- **PEANUT BUTTER AND JELLY**
- **IF YOU HAVE A QUESTION, ASK THE FUNDER (BY EMAIL)**
- **THE DEVIL IS IN THE DETAILS**



# THE DEVIL IS IN THE DETAILS



"TOO BAD YOU DIDN'T ARRIVE YESTERDAY. IT WAS BOBBLEHEAD DAY."

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# GRANT PLANNING

➤ **Start NOW!!!**

➤ **COLLABORATION**

- **Use collaboration with other organizations to create a holistic approach to a problem.**
- **Use master and strategic plans to assist you in planning long term collaborative efforts with other organizations.**
  - **Compare your plan with others to determine areas where you can collaborate.**

# GRANT PLANNING

## ➤ LEVERAGING

- To use resources belonging to another to accomplish the same goal.
- Federal grants may or may not require a match, but you get a lot further by providing other funding or resources from you organization or partners to increase your chances of federal funding.
- You can even use other federal funds as leverage but not as match.

# GRANT PLANNING

- **Create a list of task that must be completed.**
- **Create a timeline for tasks.**
  - **Who can assist you with these tasks?**
    - **This creates your proposal team**
- **Who is responsible for which tasks?**
- **Who is ultimately responsible?**



# ELIGIBILITY

## ➤ Are you eligible to apply?

- If you are not sure, contact project director at the funding source.
- If you are not eligible, **DO NOT APPLY.**



# PROPOSAL WRITING TIPS

- **TODAY, Grant seekers have to be better and more diligent at doing their homework.**
- **Use application package topics as headings.**
- **Write as you speak.**
- **No jargon, no abbreviations, no acronyms, no textspeak.**
- **Check grammar/spelling/math**
- **No judgments, controversial ideas or political views.**
- **Outline your proposal using the grant application packet.**
- **Evaluation costs 5-7% of total project.**



# PROPOSAL WRITING TIPS

- **Stiffer competition for federal funds means you need a greater emphasis on a top-notch proposal.**
- **Pay attention to the details.**
- **Evaluate during not after the program.**
- **Use spell-check along with a dictionary and thesaurus in book form.**
- **Buy a grammar manual.**
- **Tell a story (beginning, middle and end).**
- **Collaboration is a survival mechanism.**
- **Collaboration must be a long term relationship.**



# DOCUMENTING THE NEED

- Know your organization
- Know your clients
- Know your community



# GOALS AND OBJECTIVES

## ➤ Goals

- What will this project accomplish?

## ➤ Objectives

- What steps are required to get to my goal?



# EVALUATIONS

- How will I measure my goal?
- How will I know I completed my objectives?
- Evaluate during not after a program.
- 5-7% of Total Cost .



# BUDGETS

- Budgets must be transparent.
- How much will it cost?
- Is it reasonable?
- Is the math correct?
  - You check it.
  - Have someone else check it too.



# SUSTAINABILITY

- How will this project survive after grant funding?



# SUBMITTING THE GRANT APPLICATION

- Review all application components for errors
  - Let someone not involved with this project read the application
    - Ask them to tell you about this project.
- Revise accordingly.
- Use checklist provided in application to make sure you have all components and that they are labeled and attached in accordance with the guidelines.

# SUBMITTING THE GRANT APPLICATION

- **Submit to Grants.gov electronically.**
- **Create a "pdf" of your application on grants.gov and save it to your computer.**
- **Print a hard copy for your records, including verification of receipt.**
- **Make a hard or electronic copy of the application and submit one to each member of the congressional delegation from your state for their information.**

# REJECTION WHAT DO YOU DO?

- **Contact Funder in writing.**
- **Request a copy of reviewers comments.**
- **Request a copy of a good example of a funded project.**
- **Revise your application.**
- **Ask Funding source if they would look at your revised application and provide you with some feedback.**
- **Revise accordingly and resubmit in the next funding round.**



# GRANT WRITING RESOURCES - WEBSITES

- [WWW.CFDA.gov](http://WWW.CFDA.gov) – Catalogue of Federal Domestic Assistance
- [WWW.Grants.gov](http://WWW.Grants.gov) - US Govt grant application website
- [WWW.TGCI.gov](http://WWW.TGCI.gov) – The Grantsmanship Center
- [WWW.SCANPO.org](http://WWW.SCANPO.org) - SC Assoc. of Nonprofit Organizations
- [WWW.Grantprofessionals.org](http://WWW.Grantprofessionals.org) – Grants Professionals Assoc.
- [www.nelsonmullins.com/news/newsletters-sign-up](http://www.nelsonmullins.com/news/newsletters-sign-up) - Sign up for my free Grants Alert.

# INFORMATIONAL WEBSITES

- The U.S. Census Bureau: [www.census.gov](http://www.census.gov)
- The U.S. Government: <http://www.usa.gov>
- National Center for Education Statistics, [www.nces.ed.gov](http://www.nces.ed.gov)
- After-School Program Information: [www.afterschool.gov](http://www.afterschool.gov)
- State of SC: [www.SC.GOV](http://www.SC.GOV)
- The South Carolina Statistical Abstract: <http://abstract.sc.gov/>
- SC Association of Non-profits (SCANPO): [www.SCANPO.ORG](http://www.SCANPO.ORG)

# Helpful Websites

- Grants.gov  
<http://www.grants.gov>
- Federal Register  
<http://www.gpoaccess.gov/fr/index.html>
- The Catalog of Federal Domestic Assistance (CFDA)  
<http://www.cfda.gov>
- Central Contractor Registration  
<http://www.ccr.gov>
- USA.gov  
<http://www.usa.gov>
- The Grants Policy Committee  
<http://www.gpc.gov>
- Recovery Act Webinar Training Materials  
<http://www.whitehouse.gov/recovery/webinartrainingmaterials>
- Office of Management & Budget (OMB) - Grants Information Website  
<http://www.whitehouse.gov/omb/grants>
- Office of Management & Budget (OMB) Circulars Index  
<http://www.whitehouse.gov/omb/circulars/index.html>
- Cost Principles Comparison Chart  
[http://www.whitehouse.gov/omb/grants/cost\\_comparison\\_chart\\_2004.pdf](http://www.whitehouse.gov/omb/grants/cost_comparison_chart_2004.pdf)
- The American Reinvestment & Recovery Act 2009  
<http://www.recovery.gov>

# Helpful Websites

- **Federal Reporting**  
<http://www.federalreporting.gov>
- **Regulations.gov**  
<http://www.regulations.gov>
- **The US Chief Financial Officers Council (CFOC)**  
<http://www.cfoc.gov>
- **The White House**  
<http://www.whitehouse.gov>
- **The National Grants Partnership (NGP)**  
<http://www.thengp.org>
- **USA Jobs – US Office of Personnel Management**  
<http://www.usajobs.gov>
- **Federal Business Opportunities**  
<http://www.fedbizopps.gov>
- **AICPA Resource Center**  
<http://gaqc.aicpa.org/Resources/Recovery+Act+Resource+Center>
- **FedSpending.Org**  
<http://www.fedspending.org>
- **Accounting & Regulations**
- **Financial Accounting Standards Board (FASB)**  
<http://www.fasb.org>



# Helpful Websites

- GAO Government Auditing Standards (The Yellow Book)  
<http://www.gao.gov/govaud/ybk01.htm>
- Resolution of Costs Questioned in Audit Reports  
<http://www.usaid.gov/policy/ads/300/3036s1.pdf>
- Model Incurred Cost Proposal  
<http://www.dcaa.mil/chap6.pdf>
- Grants Under Contracts (ADS 302.5.6)  
<http://www.usaid.gov/policy/ads/300/302.pdf>
- Cross Reference Index – Administration of Grants & Cooperative Agreements  
<http://www.usaid.gov/policy/ads/300/3036s3.pdf>
- Standard Provisions for US and Non-US Nongovernmental Recipients  
<http://www.usaid.gov/policy/ads/300/refindx3.htm#S>
- Independent Sector Resource Center for Good Governance & Ethical Practice  
[http://www.independentsector.org/governance ethics resource center](http://www.independentsector.org/governance_ethics_resource_center)



# GRANT WRITING RESOURCES - BOOKS

Barbato, Joseph and Danielle S. Furlich. Writing for a Good Cause: The Complete Guide to Crafting Proposals and Other Persuasive Pieces for Nonprofits

Karsh, Ellen, and Arlen Sue Fox. The Only Grant Writing Book You'll Ever Need, 3<sup>rd</sup> ed. New York: Basic Books, 2009

Stinson, Karen, and Phyl Renninger. Collaboration in Grant Development and Management. Washington, DC : Thompson, 2007.

# GRANTS ORGANIZATIONS



- Grants Professional Association (*Formerly American Association of Grant Professionals*)

[www.grantprofessionals.org](http://www.grantprofessionals.org)

- The Grantsmanship Center: [www.tgci.com](http://www.tgci.com)

THE  
GRANTSMANSHIP  
CENTER.

**QUESTIONS?**

**THANK YOU**

**FOR YOUR SERVICE TO OUR**

**COMMUNITY!**

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