Welcome to Federal Grants Part 1!
Please use the QR code below to access the session Padlet

Federal Grants Part 1: Readiness

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Silver Arrow Strategies

August 2, 2022

Federal Grants Part 1: Objectives

1. Explore Readiness Indicators and Alignment for Grant Seeking
2. Understand Entry Points for Initiating and Building Capacity
3. Establish Baseline Familiarity with Federal Regulations
4. Clarify the Types of Protocols, Systems and Structures Needed
5. Identify Next Steps for Building Federal Grant Readiness

Federal Grants Part 1: Readiness

WJWI-EdRedesign Summer Institute

Tuesday, August 2, 2022

Presenters: Teresa Wilke and Tiffany Nobles, MPA, GPC

Be Ready to Apply for Grants

- Grant readiness is much more than being ready to receive and cash a check.
- True grant readiness requires:
  - the right **people** - e.g., grant writer, grant manager, program staff, leadership, board connections, development staff
  - the right **resources** – e.g., fundable programs, collaborative partners, community support
  - the right **systems** – e.g., data collection & evaluation, financial management
  - the right **timing** – e.g., time to find grant opportunities, time to build relationships, time to develop proposals, time to track expenditure of awarded funds, time to run the programs

Be Ready to Apply for Grants

The minimum questions you should consider:

- Why are we interested in grant funding, specifically federal grants?
- Does applying to a federal grant opportunity make the most sense for our organization for this program at this specific time?
- Do we have the time, energy, and resources needed to develop strong grant proposals?
- When will we start working on seeking federal grants?

Become a Grant Reader/Reviewer to Better Understand Grants

- Reading grants helps you understand grants
  - their structure/format
  - how organizations/individuals share their story of impact
- When you participate in a group review process, you can learn what other people pay attention to in reviewing grants. In turn, you can learn what info pieces to highlight in your own proposals in the future.
- Federal government agencies also have opportunities, but you may need to meet industry-specific experience requirement.

What is my organization's role?

- First-Time Federal Grant Applicant
  - Is this the best role for your organization right now?
    - If yes, why? Document the reason so you know your why.
    - If no, why not? Document the reason, then determine what role is appropriate.
      - Should you instead be a subgrantee or collaborator for an anchor institution?

- "Seasoned" Applicant and/or Successful Federal Grant Recipient
  - How will you engage new partners and grassroots organizations to strengthen your proposal and give them opportunities to participate?

Applying & Receiving Feedback

- Preparing an application that others will understand
  - Build in time in your process to have persons not as familiar with your program or organization, review and give feedback.
    - Many funders use review committees to select recipients. Does your proposal use jargon and acronyms that only those in your field or even only within your organization understand?
- Getting feedback after a decline
  - If your proposal is unsuccessful, feedback can be the game changer for the next time.
  - If you can get direct feedback on your proposal, seek it out as tool for improvement.
  - If there is opportunity to obtain the proposal or summary of successful applicants, use these as insight to what the funder values.

Contact Me

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GRANT CONSULTING, LLC

Grant Seeking Infrastructure: Policies, Systems and Agreements

Roadmap to Readiness

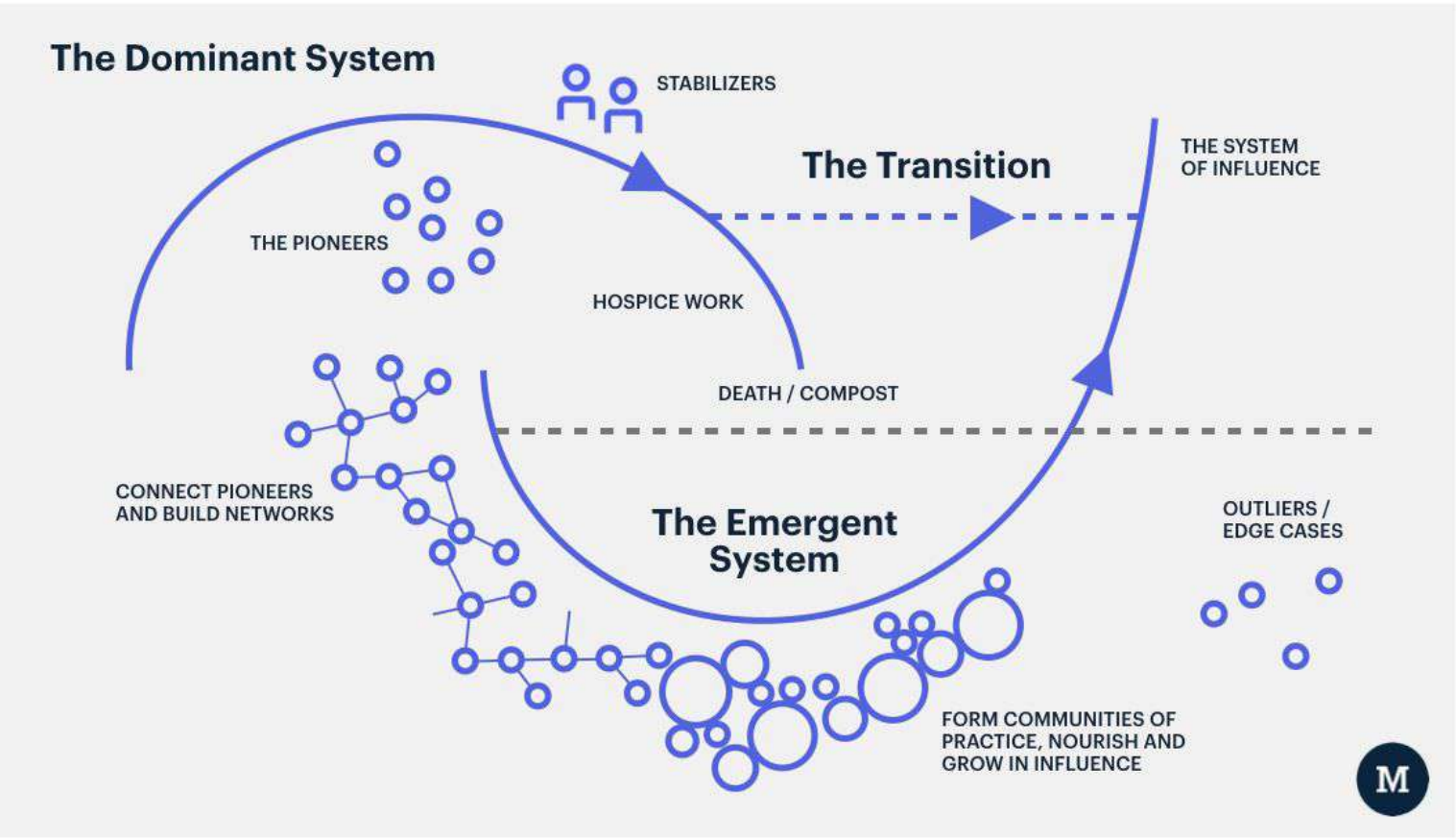
Teresa Wilke
Silver Arrow Strategies

August 2, 2022

Silver Arrow Strategies

Teresa Wilke, MBA

- Early Career in Federal Government
- 20 Years Grant Writing Experience
- Active Federal Grant Reviewer
- $140M+ Grant Awards
- GPA Approved Trainer
- Specialize in large-scale, cross-sector proposals that combine collective impact with organizing



The Moment's interpretation of The Berkana Two-Loops Theory and Systems Change

Roadmap to Readiness

1 **Paperwork: Documenting Readiness**

Tools: Government Grant Readiness Assessment and Document Checklist

2 **Parameters: Federal Guidelines and Regulations**

Authorizing Language, Office of Management and Budget, Agency Regulations, Program Guidance

3 **Protocols: Organizational Design for Grant Seeking Success**

Decision Flow, Agreements, Data Capture, Accounting Practices, Stakeholders, Document Retention

4 **Passwords: Federal Systems and DUNS to UEI Transition**

Organizational Registrations, Profiles and Permissions for Federal Grant Submission

Government Grant Readiness Assessment

Name	Description	Yes/ Available	Partial/In Process	No/Not Started
1. Backbone has Non-Profit 501(c)3 Status	Backbone organization meets requirements and has documentation demonstrating Federal Tax Identification Number (EIN) and 501(c)3 status.	☐	☐	☐
2. Board of Directors	Backbone organization has a functioning and active governing Board of Directors with at least 5 Board Members.	☐	☐	☐
3. Governance Structure	Governance structure is clearly described in Articles of Incorporation / Organizational Bylaws and can be represented with an Organizational Chart.	☐	☐	☐
4. Financial Capacity	Organization files IRS Form 990, has at least one year of audited financial statements, and has both an annual organizational budget and individual budgets for major initiatives and/or programs.	☐	☐	☐
5. Accounting Standards	Organization has a system of financial management controls that aligns with Generally Accepted Accounting Principles (GAAP) standards.	☐	☐	☐
6. Mission and Vision	Organization has Board-approved Mission and Vision statements.	☐	☐	☐
7. Strategic Plan	A strategic or annual planning process guides the decisions and direction of the entire organization and there is a current written strategic plan.	☐	☐	☐
8. Annual Report	A public facing annual report is shared with stakeholders and the broader community.	☐	☐	☐
9. Policies and Procedures	The organization has a manual of clear policies and procedures that govern human resources, donor communications, regulatory compliance, procurement and financial oversight.	☐	☐	☐
10. Grant Award History	Organization has received grant awards over $100K in the last two years and can provide a list of these awards including funding agency, duration, dollar amount, and 1-3 sentence synopsis for each.	☐	☐	☐
11. Case Statements	Existing case statements, appeal letters, concept papers, and/or pitches are available to align	☐	☐	☐

GRANT DOCUMENT CHECKLIST

Silver Arrow Strategies

PURPOSE

Streamline essential documents and details that are regularly/commonly requested by grantors. Review all and prepare, locate, or create those not currently available.

ORGANIZATIONAL BACKGROUND

- ☐ Address, Phone, Web Address
- ☐ History of Organization (narrative)
- ☐ Year Established
- ☐ Mission, Vision, & Values Statements
- ☐ Service Area/Location Addresses/ Contact Information
- ☐ Target Population
- ☐ Current Programs/Services Descriptions
- ☐ Number Served in Previous Year
- ☐ Number FTE
- ☐ Other/Notes

TAX DOCUMENTS

- ☐ Tax Exempt Status Letter
- ☐ IRS Form 990
- ☐ W-9
- ☐ Dun & Bradstreet Number (DUNS)
- ☐ SAM Registration
- ☐ Other Registrations as necessary

FINANCIAL INFORMATION

- ☐ Detailed Organizational Budget
- ☐ Financial Statement (recent)
- ☐ Most Recent Audit
- ☐ Program/Project Budgets
- ☐ Sources of Funding
- ☐ Other/Notes

GOVERNANCE

- ☐ Board of Directors (including affiliations & contact information)
- ☐ Organizational Chart
- ☐ Current Strategic Plan
- ☐ Articles of Incorporation
- ☐ Executive Director/President/CEO Bio
- ☐ Executive Director/President/CEO Compensation

PROGRAM/PROJECT INFORMATION

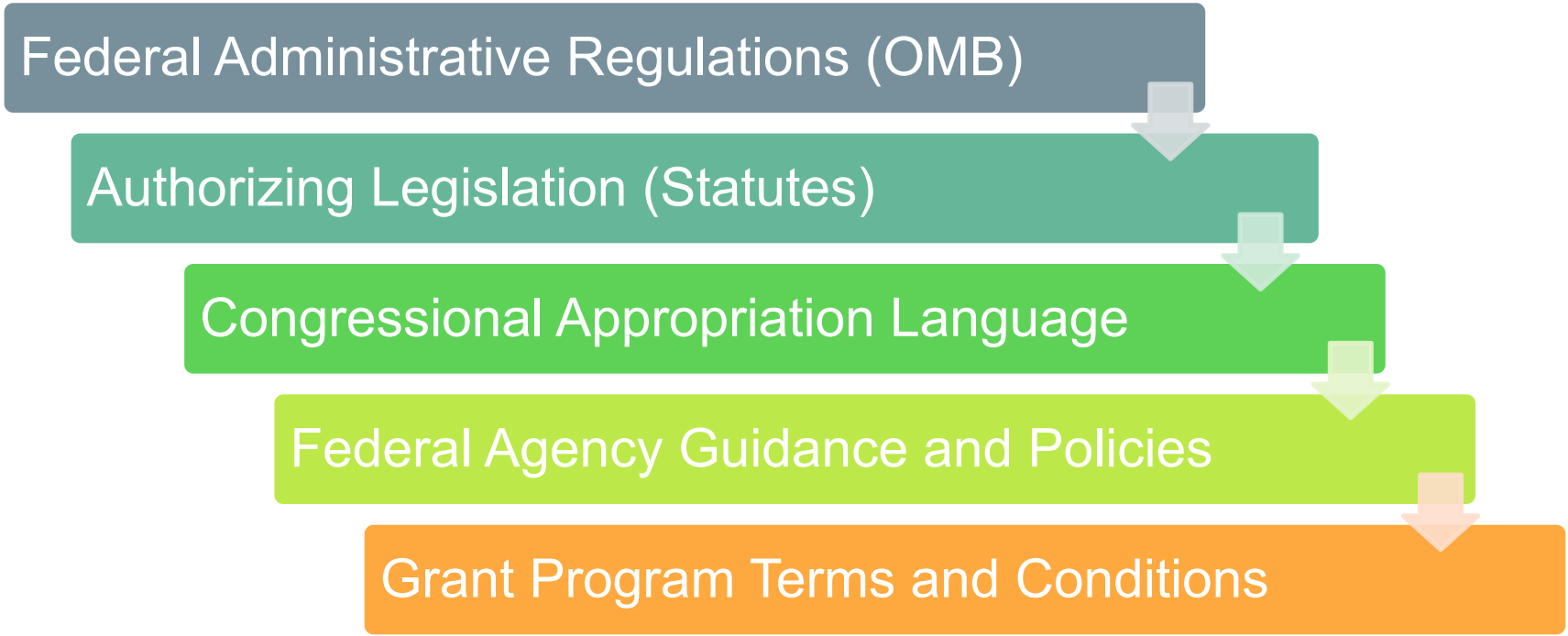
- ☐ Detailed Program/ Project Description
- ☐ Year Established
- ☐ Location Address
- ☐ Contact Information
- ☐ Target Population
- ☐ Number Served in Previous Year
- ☐ Current Outcome Measures
- ☐ Outcomes from Previous Year
- ☐ Staffing Structure/Org Chart(s)
- ☐ Job Descriptions
- ☐ Resumes/Bios of Key Staff
- ☐ Success Story

OTHER DOCUMENTATION

- ☐ Corporate Compliance Plan
- ☐ Performance Improvement Plan
- ☐ Policies/Procedures
- ☐ Best Practices Utilized
- ☐ MOAs/MOUs
- ☐ Letters of Support
- ☐ Collaborating Partners
- ☐ Contracts
- ☐ % of Board Giving Financially
- ☐ History of grants received and denied
- ☐ Solicitation License (where applicable)
- ☐ Articles of Incorporation & By-Laws, including year established

www.silverarrowgrants.com *Template retrieved from www.fundingforgood.org* Reset

Policies, Regulations and Guidance for Federal Grants



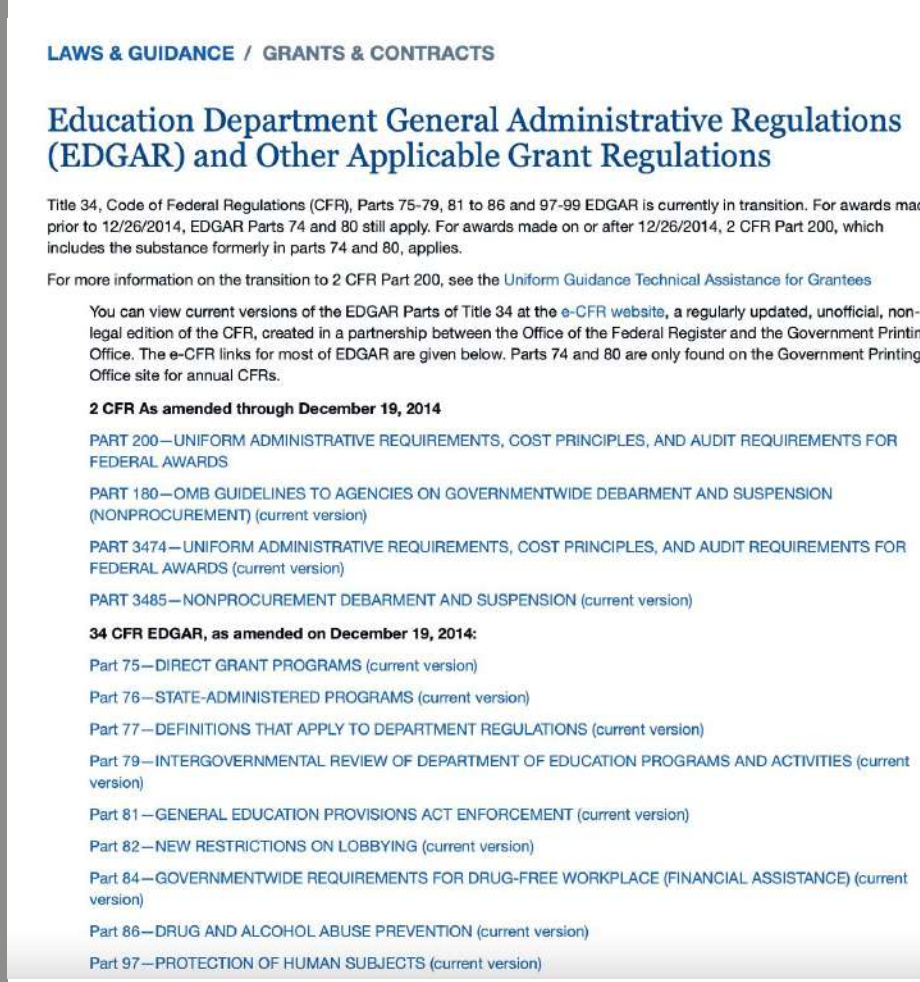
Request for Proposals

- ❑ Maximum Award Amount
- ❑ Number of Awards
- ❑ Eligible Applicants
- ❑ Purpose and Focus of the Competition
- ❑ Evidence-Based Models / Frameworks
- ❑ Application Content and Formatting
- ❑ Expectations for Collaboration
- ❑ Submission Deadline
- ❑ Budget Restrictions
- ❑ Review Criteria

Education Department General Administrative Regulations (EDGAR)

34 CFR EDGAR

- Internal controls to strengthen oversight over federal funds to reduce risks of waste, fraud, and abuse.
- Written policies and procedures that provide for effective internal controls and will ensure grantees are monitoring employees for compliance.
- Written procedures for determining the allowability of costs charged to federal grants. (200.302(b)(7))
- All costs must be documented as reasonable, necessary, allocable, and allowable.



LAWS & GUIDANCE / GRANTS & CONTRACTS

Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations

Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81 to 86 and 97-99 EDGAR is currently in transition. For awards mad prior to 12/26/2014, EDGAR Parts 74 and 80 still apply. For awards made on or after 12/26/2014, 2 CFR Part 200, which includes the substance formerly in parts 74 and 80, applies.

For more information on the transition to 2 CFR Part 200, see the Uniform Guidance Technical Assistance for Grantees

You can view current versions of the EDGAR Parts of Title 34 at the e-CFR website, a regularly updated, unofficial, non-legal edition of the CFR, created in a partnership between the Office of the Federal Register and the Government Printin Office. The e-CFR links for most of EDGAR are given below. Parts 74 and 80 are only found on the Government Printing Office site for annual CFRs.

2 CFR As amended through December 19, 2014

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

PART 180—OMB GUIDELINES TO AGENCIES ON GOVERNMENTWIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT) (current version)

PART 3474—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS (current version)

PART 3485—NONPROCUREMENT DEBARMENT AND SUSPENSION (current version)

34 CFR EDGAR, as amended on December 19, 2014:

Part 75—DIRECT GRANT PROGRAMS (current version)

Part 76—STATE-ADMINISTERED PROGRAMS (current version)

Part 77—DEFINITIONS THAT APPLY TO DEPARTMENT REGULATIONS (current version)

Part 79—INTERGOVERNMENTAL REVIEW OF DEPARTMENT OF EDUCATION PROGRAMS AND ACTIVITIES (current version)

Part 81—GENERAL EDUCATION PROVISIONS ACT ENFORCEMENT (current version)

Part 82—NEW RESTRICTIONS ON LOBBYING (current version)

Part 84—GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE) (current version)

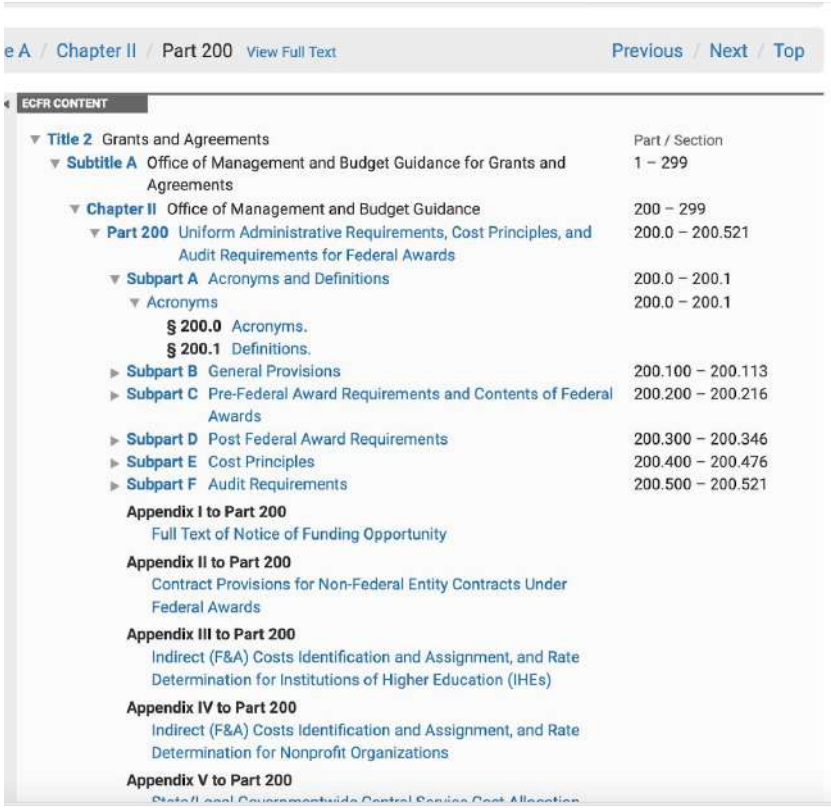
Part 86—DRUG AND ALCOHOL ABUSE PREVENTION (current version)

Part 97—PROTECTION OF HUMAN SUBJECTS (current version)

Office of Management and Budget

2 CFR 200 (Revised August 13, 2020)

- Acronyms and definitions
- Control and reporting of funds
- Allowable use of funds
- Audit requirements
- Calculation of indirect costs
- Procurement and property management



Benefits of Robust Grant Seeking Infrastructure

1 NIMBLE RESPONSE

- 60 to 90 day window
- multiple solicitations

2 ALIGNMENT

- prevent mission creep
- pursue the right grants

3 EFFICIENCY

- labor intensive process
- maximize staff time

4 COMPLIANCE

- accurate reporting
- financial stewardship
- regulatory compliance

5 EVALUATION

- known baseline to show improvement and impact
- demonstrate value to stakeholders & community

6 SUSTAINABILITY

- proven impact
- Improved ability to secure and manage $

Written Policies, Systems, Checklists and Workflows

Pre-Award

- Identify and Disseminate Funding Opportunities
- Evaluate Eligibility and Strategic Fit of Opportunities
- Access and Utilize Previous Proposals
- Retrieve/Share Standard Financial and Organizational Documents
- Ensure Sufficient Staff Time and Expertise to Develop Proposals
- Prepare Budgets for Grants and Contracts
- Provide Data-Driven Evidence of Past Performance
- Articulate Environmental Factors (e.g., Need, Area Providers, Government Policies, Community Assets)
- Establish Outcome Measures and Evaluation Metrics

Post-Award

- Legally Commit to Project with Federal Agency (Contract)
- Translate a Proposal into a Program Plan
- Coordinate Grant Activities Inside/Outside of Organization
- Understand and Comply with Federal Requirements (e.g., Procurement, Property Management)
- Manage and Administer Sub-Awards and Vendor Contracts
- Manage Budget and Finances using Generally Accepted Accounting Principles (GAAP)
- Allocate Costs and Staff Time Commitments to Unique Projects and Distinct Financial Accounts
- Capture Data Related to Process and Outcome Indicators
- Prepare / Submit Timely Programmatic and Financial Reports

Intentional Governance and Decision Norms

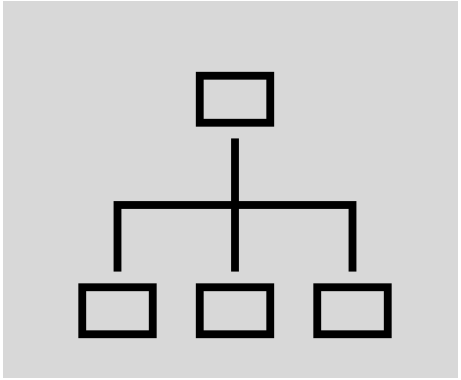
- ❑ Reduce “hidden” codes to promote equity
- ❑ Improve role clarity and confidence to mitigate tensions
- ❑ Center those with proximate experience and construct new power levers
- ❑ Make it easy for stakeholders to participate and engage
- ❑ Offer opportunity for new entrants throughout
- ❑ Tier engagement appropriate to impact, influence and insight

Intentional Governance and Decision Norms

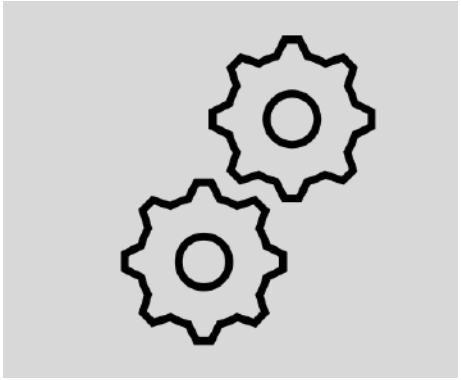
Real Question: Who Decides?

- ❑ Reduce “hidden” codes to promote equity
- ❑ Improve role clarity and confidence to mitigate tensions
- ❑ Center those with proximate experience and construct new power levers
- ❑ Make it easy for stakeholders to participate and engage
- ❑ Offer opportunity for new entrants throughout
- ❑ Tier engagement appropriate to impact, influence and insight

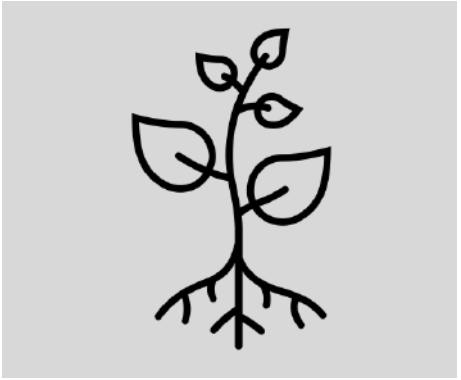
Structures, Norms, Agreements and “Containers”



Core Project Team



Institutional Partners

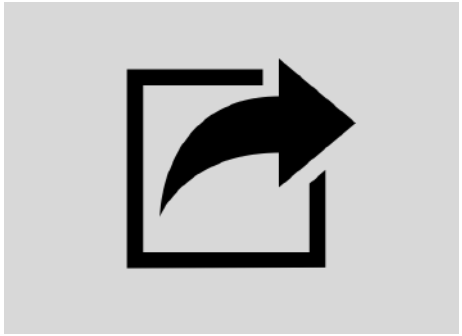


Network Weavers

Federal Registrations and Systems

Identity Registration

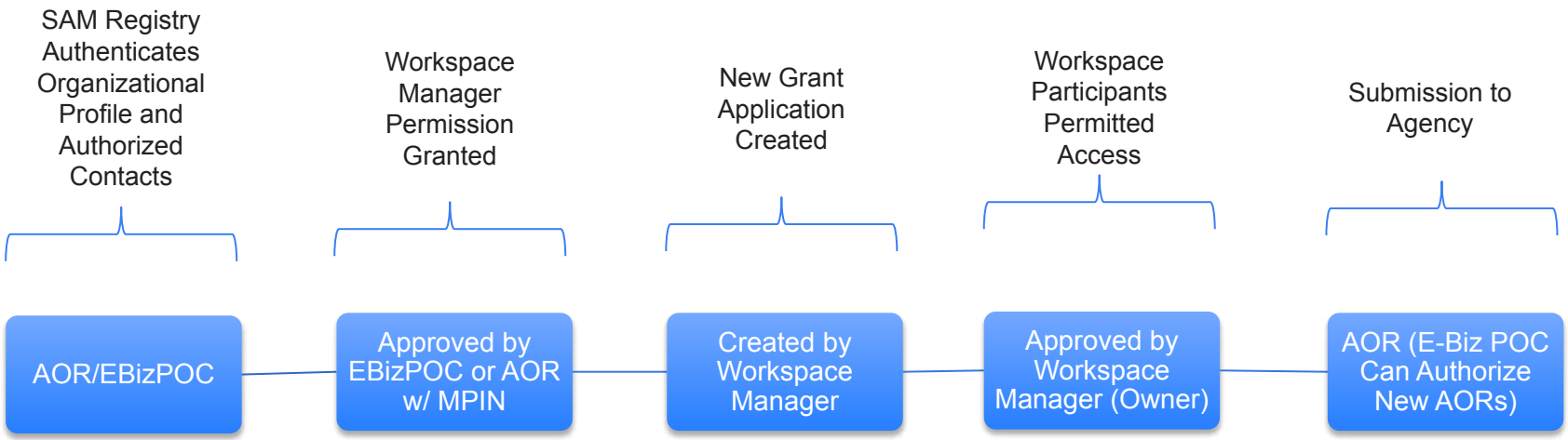
- System of Award Management (SAM.gov) with Unique Entity ID



Submission System

- Grants.gov with Organizational Profile and Individual User Profiles with Specific Roles and Permissions

Profiles and Permissions for Grants.gov Submission



Part 1: Readiness Session Reflection and Summary

What We've Done

What We've Learned

What's Next

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