GRANTSMAINSHIP & 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, …

Continued - UNDERSTANDING HOW APPLICATIONS ARE REVIEWED:

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

• 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.

• 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
Continued
Good communication with Grantor

• If changes in your staff, please let the grantor know

• Sound reasoning and justification are appreciated by the grantors

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.

Continued – Budget and Closeout Administration

• Project Results

• Measureable objectives met

• Photos and notes of project
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
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://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show