WHAT IS A GRANT?

- Non-repayable funds or products disbursed by one party (grant makers), often a government department, corporation, foundation or trust, to a recipient, often a nonprofit entity, educational institution, business or an individual ([Wikipedia.com](https://en.wikipedia.org)).

- A federal grant is an award of financial assistance from a federal agency to a recipient to carry out a public purpose of support authorized by federal law ([EPA.gov](https://www.epa.gov)).

- A way the government funds your ideas and projects to provide public services and stimulate the economy ([Grants.gov](https://www.grants.gov)).

- Subject to statutory, regulatory, and policy-based requirements, depending on the particular program.

- Requires the completion of program activities by the funded organization only.
WHAT CAN BE DONE WITH A GRANT?

- Provide financial support to:
  - Critical recovery initiatives
  - Innovative research
  - Programs that benefit the public
  - Capacity building
  - A litany of other programs…

WHY APPLY FOR GRANTS

- Monetary reward
- Allows for expansion or creation of programs
- Process benefits you and your organization
- Helps build valuable partnerships
- Prestigious
- Gives credibility
- Public exposure
DISADVANTAGES

- Resource-intense process
- Complex requirements
- Competitive
- Regulation and red tape
- Cost share

WHO AWARDS GRANTS?

- Public Funds (federal, state, local)
  - Research grants
  - Demonstration grants
  - Project grants
  - Block grants
  - Formula grants
- Private Sector
  - Private foundations
  - Corporate foundations
  - Community foundations
  - Direct giving programs
  - Voluntary agencies
  - Community groups
### PUBLIC VS PRIVATE SECTOR GRANTS

<table>
<thead>
<tr>
<th><strong>Public Sector Grants</strong></th>
<th><strong>Private Sector Grants</strong></th>
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<tbody>
<tr>
<td>➢ Purpose set by legislation</td>
<td>➢ Focus on emerging issues</td>
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<tr>
<td>➢ Focus on impact to significant groups</td>
<td>➢ Awards vary in size</td>
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<tr>
<td>➢ Large awards</td>
<td>➢ Application is less complex, less formal</td>
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<tr>
<td>➢ More resources for assistance</td>
<td>➢ Avoid bureaucratic requirements</td>
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<tr>
<td>➢ Bureaucratic</td>
<td>➢ Fewer applicants</td>
</tr>
<tr>
<td>➢ Lengthy and complex application</td>
<td>➢ May not cover all expenses</td>
</tr>
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<td>➢ May require cost sharing</td>
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</tr>
</tbody>
</table>

### APPLICANT ELIGIBILITY

*An individual* applicant submits grant applications on their own behalf, not representing an organization, institution, or government.

*An organization* is an entity that submits grant applications on behalf of the group, such as a state, government, non profit, or a private business.
GRANT LIFE CYCLE

- Pre-Award Phase
- Award Phase
- Post Award

PRE-AWARD PHASE

- Funding Award Announcement
  - Awarding agency prepares and publishes the Funding Opportunity Announcement (FOA)
  - Based on legislation and their budget
  - Assess eligibility, competency, and interest in the funding opportunity
- Register (federal grants)
  - Obtain a DUNS numbers, register with SAM, authorize the AOR
  - Required for federal grants
  - May take up to 3 weeks to complete
- Complete the Application
  - Analyze capabilities compared to the eligibility and technical requirements in the instructions.
  - Follow the detailed instructions. They are the “blueprint” for your application.
  - Visit the awarding agencies website to learn more specific information on the application process.
AWARD PHASE

➢ Begins once the review process is complete
➢ Award decisions in the hands of the agency staff with fiduciary responsibility and legal authority to enter binding agreements.
➢ Awarding agency sends a Notice of Award (NOA) to the entities selected for funding.
➢ Accepting the grant (i.e., by signing the grant agreement or by drawing down funds) is a legal obligation to carry out the full terms and conditions of the grant.

POST AWARD

➢ Implementation
  ✓ Recipient faithfully and diligently carries out the grant program.
➢ Reporting
  ✓ Agency monitors progress and expenditures through programmatic and financial reporting procedures and performance metrics.
  ✓ Specific reporting requirements are written within the grant terms and conditions.
➢ Auditing
  ✓ Grant recipients can be audited to monitor and analyze the performance of grant recipients.
➢ Closeout
  ✓ Recipient submits all financial, performance, and other reports required under the grant.
  ✓ The grant is officially over when the awarding agency has confirmed that the grant recipient has completed all required grant work and applicable administrative tasks.
  ✓ Recipient retains all grant records for at least 3 years from the date of the final expenditure report.
WHAT DOES A GRANT APPLICATION LOOK LIKE?

Competitive grant announcements are generally divided into several sections, and usually include the following:

1. Funding Opportunity Description
2. Award Information
3. Eligibility Information
4. Proposal and Submission Information
5. Proposal Review Information
6. Award Administration Information
7. Agency Contacts
8. Other Miscellaneous Information

WRITING A PROPOSAL

- Gather background information
- Executive summary
- Statement of need
- Project description
- Budget
- Organization information
- Conclusion
- Attachments and supporting information
BACKGROUND INFORMATION

- Concept
  - Conduct a needs assessment
  - Determine target audience
  - Determine goals of the project and how they align with the mission of your organization

- Program
  - Nature of the project and how it will be conducted
  - Project schedule
  - Anticipated outcomes
  - Evaluation process and methods
  - Staffing and volunteer needs.

- Expenses
  - Create a broad budget
  - Create partnerships to assist with gathering this information.

EXECUTIVE SUMMARY

- Introduces the proposal
- Summarizes the problem and the solution to the problem
- Overview of what the reader can expect
- Addresses your organization's expertise and ability to address the problem
STATEMENT OF NEED

➢ Presents the facts and evidence needed to support the project.
➢ Include data and statistics for support.
➢ Give hope.
  ✓ “Ebola virus is deadly. Statistics show that providing educating to individuals in effected countries on careful hygiene can prevent transmission of the disease, ultimately reducing the likelihood of death. A program that encourages careful hygiene will reduce the transmission of the virus and the death due to Ebola”
➢ Address how this can be a model for other communities, if applicable.
➢ Address how and why the problem is worse in your community, if applicable.
➢ Address why your solution is better.

PROJECT DESCRIPTION

➢ Objectives
➢ Methods
➢ Staffing and Administration
➢ Evaluation
➢ Sustainability
PROJECT DESCRIPTION: OBJECTIVES

- Measureable outcomes that you want to achieve.
- SMART
  - Specific
  - Measureable
  - Achievable/Attainable
  - Results-focused/Relevant
  - Time – bound
- Clear and stand out.
- List in bullets or with numbers.

PROJECT DESCRIPTION: METHODS

- Specific activities that you will take to achieve your objectives.
- How, when, and why.
- Allows the reader to visualize your project.
PROJECT DESCRIPTION: STAFFING AND ADMINISTRATION

- Number of staff needed
  - Paid staff, volunteers, and consultants.
- Qualifications
- Assignments
- Principle Investigator
- Project Manager
- Financial
- Reporting
- Evaluation
- Advisory Board
- Outreach and Promotion

PROJECT DESCRIPTION: EVALUATION

- Built into the grant project.
- Measurable, obtainable, and detailed.
- Qualitative and quantitative.
- How you will measure the impact of the program.
PROJECT DESCRIPTION: SUSTAINABILITY

- Long term financial viability for the project
- Describe how partnerships will help ensure sustainability.
- Finite beginning and end?
- Capacity building?

BUDGET

- Varies based on the complexity of the project.
- Includes personnel and non-personnel items.
  - Salary and benefits
  - Overhead
  - Travel
  - Equipment
  - Printing
- Use line itemed subcategories with a dollar estimate. Total these amounts.
- Attach quotes if needed.
- Include a narrative explaining the budget in more detail.
ORGANIZATION INFORMATION

- Detailed background on your organization
- History with grants
- What your organization does

ADDITIONAL INFORMATION

- Documentation and attachments to support the project:
  - Maps
  - Historical building analysis
  - Flood plain mapping
  - Letters of support
  - Cost benefit analysis
  - Quotes
CONCLUSION

- Wrap it up
- Make one last final appeal

GRANT COMPLIANCE

- Grant compliance and reporting requirements vary depending upon the type of grant and funding agency.
- In the case of research grants involving human or animal subjects, additional involvement with the Institutional Review Boards (IRB) and/or Institutional Animal Care and Use Committee (IACUC) is required.
**SOURCES OF FUNDING**

- **Federal Government**
  - Grants.gov – ultimate federal resources

- **Private Sector**
  - Foundation Center (Foundationcenter.org)
    - Maintains databases of information on more than 108,000 foundations, corporate donors, and grant making public charities in the U.S. and over 3 million of their recent grants.
    - Subscription service is the most popular means for searching these database – annual contract ranging from $39.99- $149.00/month

- **NACCHO Competitive Awards**

- **MRC Listserv**

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**GRANTS.GOV**

- Established in 2002
- Managed by the Department of Health and Human Services
- Centralizes more than 1,000 grant programs across all 26 federal grant-making agencies awarding more than $500 billion annually.
- Register once to apply to as many federal agencies and grant programs as needed with one secure login.
5 STEP REGISTRATION PROCESS

 Obtain a Data Universal Numbering System (DUNS) Number (1-2 business days)
   Requirement for all organizations applying for a federal grant or cooperative agreement.
   Unique 9 character id number provided by the commercial company Dun & Bradstreet (D&B).
   Proprietary means of identifying business entities on a location-specific basis worldwide.
 Register with System for Award Management (SAM) (7-10 business days)
 Create a Username and Password (Same day)
   Complete Authorized Organization Representative profile.
 Authorize the Authorized Organization Representative (AOR) (Same day)
   Your organizations Chief Financial Officer or authorizing official is the only person who can approve this.
   This authorization protects an organization from individuals who may submit applications without permission.
 Track AOR Status (Same day)

WHAT IS NACCHO?

 2-year cooperative agreement with the Department of Health and Human Services, Assistant Secretary for Preparedness and Response (ASPR), Medical Reserve Corps Program Office
 Increase awareness and understanding of the MRC program
 Promote, support, and build capacity within the MRC network
 Enhance cooperation between the MRC Program Office and local/state/federal authorities to support and increase MRC capacities at the local level;
 Expand the efforts and capabilities of local MRC units to support their community-based public health, preparedness and response initiatives.
NACCHO MRC CHALLENGE AWARD

- Funding made available through the cooperative agreement between NACCHO and the Department of Health and Human Services’ Office of the Assistant Secretary for Preparedness and Response (ASPR).

- Awards aim to focus innovation towards areas that are aligned with national health initiatives and that are significant at the local level.

- Address community needs in an innovative way and create a model for other communities to follow.

- Educational programs, formation of unique partnerships and coalitions, community outreach, and creation of innovative tools or systems.

- Selected units receive MRC Challenge Awards of up to $15,000.

MRC LISTSERV

https://www.medicalreservecorps.gov/leaderfldr/MRCListservs
THANK YOU!!