

# NISN FACILITIES PROGRAM

## Grant and Proposal Development Topic 1: Starting Strong with Good Grant Practices

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# TRAINING BACKGROUND

Materials in this series were developed as part of Pivotal New Mexico's work. Live trainings to NISN schools were delivered by The Grant Plant, Inc. (TGP).

Recommendations are based on the practices developed through TGP's high volume grants consultancy practice. As of July 2020, TGP prepared over 280 funding proposals for the K-12 sector and secured over \$36 million in funding (see list at left).

# K-12 Sector Awards Secured (through 7/2020)

- ABC Community Schools
- Albuquerque Community Foundation
- Albuquerque Public Schools (APS)
- Association of Teacher Educators (ATE)
- Bernalillo County - Out of School Time
- Bill Belichick Foundation
- Braitmayer Foundation
- Brindle Foundation
- Bush Foundation
- Chan Zuckerberg Initiative
- Charter School Growth Fund
- Christensen Fund
- City of Albuquerque
- CNCS (AmeriCorps)
- CFES Brilliant Pathways Colorado Department of Education
- Common Counsel Foundation
- Community Foundation of Southern NM
- Con Alma Health Foundation
- Daniels Fund
- Davis Foundation
- Davis Foundation
- Dreyfus Foundation
- First Nations Development Institute
- Flora Family Foundation
- Davis Foundation
- Dreyfus Foundation
- First Nations Development Institute
- Flora Family Foundation
- General Mills (Hometown Grantmaking)
- George and Fay Young Foundation
- Grantmakers for Thriving Youth
- KaBoom! (Spaces to Play)
- Los Alamos National Laboratories Foundation
- McCune Foundation
- National Assoc. of Secondary School Principals
- National Endowment for the Arts (NEA)
- Native Voices Rising
- New Mexico Community Foundation
- New York Life Foundation
- Nike Community Impact Fund
- Nike N7 Fund
- New Mexico Arts
- NM Commission on Community Volunteerism
- NM Indian Affairs Department
- NM Human Services Department OSAP
- NMPED Attendance Success Coach
- NMPED Bilingual Multicultural Education
- NMPED Community Schools
- NMPED Elementary Arts Education Program
- NMPED Elementary Out of School Time
- NMPED Indian Education District NMPED K-3 Plus Programming
- NMPED Reading Intervention Support
- NMPED Read to Lead
- NobleHour (NobleCause)
- Notah Begay III Foundation
- NoVo Foundation
- Nusenda Foundation
- Obama Foundation
- Park Tool Community Grant Program
- PNM Resource Foundation
- RISE for Boys and Men of Color
- Robert Wood Johnson Foundation
- San Manuel Band of Mission Indians
- Sandia Foundation
- Social Emotional Learning Innovation Fund
- Teach for America
- U.S. Bank
- U.S. Department of Agriculture
- U.S. Department of Education
- U.S. Department of Health
- U.S. Health Resources and Services Admin.
- U.S. Lacrosse (Diversity Program)
- United Way of Central New Mexico
- Urban Enhancement Trust Fund
- W.K.. Kellogg Foundation
- Walton Family Foundation
- Wells Fargo (Community Giving)

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A photograph showing a person's legs from the knees down, wearing bright red, high-top boots with intricate floral and geometric embroidery in blue, green, and orange. The person is standing on a stack of seven books. The books, from top to bottom, are: 'COLUMBUS | MARTIN DUGARD', 'THE AMERICAN IDEA', 'THE LAST VOYAGE OF COLUMBUS', 'THE VOYAGE OF THE VIZCAINA', 'COLUMBUS', 'CONQUEST HUGH THOMAS', and 'CORTES'. The background shows a library with bookshelves filled with books and a window with a view of a blue sky and trees. A dark, rounded rectangular box with the word 'BACKGROUND' in white capital letters is overlaid on the top left of the image.

## BACKGROUND

This slide set is part of a learning module for school leaders who are writing grants and other types of funding proposals.

For access to other slides in this series and referenced tools, visit the [Facilities Resource Hub](#) and [Preparing Grant Requests](#) module.

# TOPIC OVERVIEW

This resource focuses on the preliminary work of preparing a grant application or other funding proposal. By implementing a few initial steps at the start of a grant project, you will create a strong foundation for the work to come.

These steps will help you and your team understand the work to be done, prioritize areas that may be tricky or require more time, track tasks, and reduce errors or issues that can derail a grant.





# Reviewing Funder Guidance

# LOCATING GUIDANCE

Once you have decided to apply for a grant or other funding award, it is important to review all guidance and become familiar with the funder's priorities.

For some applications, like those for a local foundation issuing smaller awards, this can be straightforward and not take a lot of time. For other applications, like federal grant programs, this can be more complex and time-consuming.

# LOCATING GUIDANCE

## Possible Sources of Key Information

- Grant announcement, grant instructions (a.k.a. RFA, RFP, NOFO, NOFA)
- Funder website, funder strategic plan/strategic investment documents, grant priorities descriptions, agency priorities/guiding legislation
- Online application portal (e.g., question descriptions, linked guidance documents)
- Funder webinar, program staff for the funder or agency
- Agency technical guide or grant guide (some agencies or funders have separate guides with information that applies to all grant programs, in addition to specific instruction documents for each grant opportunity)
- Grant program FAQs, example components

*Download/save all guidance to a folder so you can locate it easily and search for content.*



# REVIEWING GUIDANCE

Grant guidance can be thought of in two categories:

- Information about the application process
- Information about grant funded work (the proposed activities and the award)

The following pages break down these areas from simple up to complex proposals.





# REVIEWING GUIDANCE

## Key Information About the Application Process

- Deadline(s) – in additions to submission deadlines, there may be prior deadlines for letters of intent, required webinars, etc.
- Required registrations, such as for online application systems
- Eligibility requirements for applicant (and potentially partners)
- Required and allowed application components
- Formatting and length restrictions
- Review process and criteria
- Submission process/instructions

# REVIEWING GUIDANCE

## Key Information About the Grant Funded Work

- Grant/award purpose
- Match/cost-share requirements
- Required third-party partnerships, agreements, etc. (including tribal resolutions)
- Grant period (start and end dates of award)
- Grant and grantee requirements
- Allowable and unallowable uses for funds
- Reporting requirements and timing



# Identifying all Components



# IDENTIFYING COMPONENTS

## Identify all Components

Review guidance materials (and test online applications systems) to identify all required and allowable components. Typical types:

- Standard forms
- Narratives
- Budget, budget narrative
- Attachments (e.g., letters, maps, plans, resumes, financials, board list, school data)
- Required documentation (e.g., proof of match/cost-share, construction bids, facility lease/title)
- Agreements, assurances

# IDENTIFYING CRITICAL COMPONENTS

## Identify Items to Frontload

Some items need extra lead time, support from other agencies, or specialized information/expertise. Identify and start working on these early.

- Registrations: Online system registrations, contractor/bid registrations
- Facilities Details: Proof of site control, lease/ownership, design/construction documents, bids
- Third-Party Requirements: Letters of agreement, memoranda of understanding, letters of support, sub-award budgets, scopes of work
- Evaluation: Formal plans, potentially Institutional Review Board processes
- Required Agency Support: State review, tribal agreement or resolution
- Financial Information: Budgets, match documentation



# Creating a Workplan



# CREATING A WORKPLAN

Create a proposal workplan to track the components, update status, and assign to team members. This should include *everything*, and it should be updated regularly. Possible workplan formats:


- Shared Google sheet or Excel worksheet
- Project management software to-dos/tasks
- Word document or written lists
- Whiteboard or bulletin board

For complex projects, it's a good idea to include additional information like page limits, review points, brief descriptions.

# CREATING A WORKPLAN

## Workplans for Complex Projects

- Include grant and submission information
- Set early deadlines for frontload items
- Note key component and formatting requirements

<b>Client Name</b>	<b>Deadline</b>	May 18, 2016 (11:00 a.m. MST)				
<b>CMMI Accountable Health Communities</b>	<b>Notification</b>	November 1, 2016				
 THE GRANT PLANT™	<b>Perf Period</b>	January 01, 2017 – December 31, 2021				
	<b>Amt Avail</b>	Align Partners (Track 3): Up to \$90.20 million, pending availability of funds				
	<b>Page Limit</b>	Track 3 – Alignment: 60 pages package total (standard forms are not included)				
	<b>Formatting</b>	8 1/2 x 11", 1" margins, 12 pt; sequential package pagination; budget narrative single space				
	<b>Grants.gov</b>	ID: User; PW: Password				
	<b>DUNS</b>					
	<b>SAM</b>	Valid through 01/31/2017				
<b>EIN</b>						
Component	Status	Page Limit	Lead	Deadline	Points	Notes/Instructions
Letter of Intent	Submitted	N/A- Email	Chuck	4/1/2016	N/A	
SF-424: Official Application for Federal Assistance	Not started	No	TGP	5/16/2016	N/A	
SF-424A: Budget Information Non-Construction	Drafted, with client	No	TGP	5/1/2016		
Project Abstract	Not started	1 SS	TGP	5/10/2016		Track the applicant is applying for, the goals of the project, the total budget, the number of projected clinician participants, and a description of how the funds will be used. The abstract is often distributed the public and Congress.

# CREATING A WORKPLAN

## Workplans for Simple Projects

- Checklists work for small proposals
- These still should track all items and status

### Required Attachments

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#### Non-Profit Verification

IRS 501c3 letter – in hand

#### Budget information

Program Budget - drafted

Organization Budget –in hand (2018)

#### Photos (optional)

Photo 1 - Check Facebook

Photo 2 - Check Facebook

#### Non-Discrimination Policy

Policy for organization – completed, need board approval