

Getting Grants

Tricia D. Teague, CEO



Today's Agenda

- ▶ Introductions
- ▶ Grants and Their Purpose
- ▶ Types of Grants and Contracts
- ▶ Where to Find Grants
- ▶ Should You Write Your Own Grant?
- ▶ Grant Applications
- ▶ Qualifying for a State Grant
- ▶ Assistance with State Grants
- ▶ Reading Grants
- ▶ Evaluating Grants
- ▶ Writing a Winning Grant
- ▶ After Winning a Government Grant/Get to the Contract
- ▶ Managing a Government Grant
- ▶ Best Practices (Mistakes to Avoid)
- ▶ Open Questions
- ▶ Additional Resources

Introductions

Presenter

- ▶ About Tricia Teague and The Trep School

About Today's Program

Participants

- ▶ Your Name
- ▶ Your Business/Organization
- ▶ What you hope to learn about grants from today's workshop

What are Grants?

Definition: “a sum of money given by a government or other organization for a particular purpose”

...for a particular purpose

- ▶ Grants serve the purpose *of the funder* (government or other organization)
- ▶ Funders don't care about your program or business unless it aligns with their purpose
- ▶ Look for grants where the purpose might match what you intend to use the grant for

Types of Grants and Contracts

Private Grants

By foundations and companies

- Local private grants
 - Webster
 - Cadle
 - CFECI
 - United Way

Government grants

- Federal
- State
- Other municipalities

Similarities and differences between the types

- Funding amounts
- Application and/or decision process
- Duration

Government contracts (bid opportunities/not grants)

Use RFP process

- State of Illinois: Bid Buy (www.bidbuy.illinois.gov)

Where to Find Grants: Government

- ▶ **State: Illinois Catalog of State Financial Assistance (CSFA)**
 - ▶ The comprehensive list of all state agency grants/Notice of Funding Opportunity (NOFO)
 - ▶ Found on the Grant Accountability and Transparency Act (GATA) website
 - ▶ Search for GATA and CSFA and it should be the top search result
 - ▶ <https://gata.illinois.gov/grants/csfa.html>
 - ▶ New grants emailed weekly: subscribe-omb-gata-grants@lists.illinois.gov
- ▶ **Illinois Treasurer: Grants to nonprofits (not on CSFA)**
 - ▶ Charitable Trust Stabilization Fund:
www.illinoistreasurer.gov/Office_of_the_Treasurer/Charitable_Trust/
- ▶ **Federal: Grants.gov**
 - ▶ Available as a website or in an app
 - ▶ You can set search terms and alerts
- ▶ **Local Government:**
 - ▶ Look on your city's website

Where to Find Grants: Private

► Organizations as grant makers and/or sources of info:

***Subscribe to their email lists to stay informed of grants for business*

- U.S. Chamber of Commerce: www.uschamber.com
- Galaxy of Stars: www.galaxyofstars.org
- DCEO and OMEE:
 - IL Department of Commerce and Economic Opportunity: agency grants on website & CSFA: <https://dceo.illinois.gov/dceo-grants.html>
 - Office of Economic Equity & Empowerment: monthly webinars of financial resources: <https://dceo.illinois.gov/oe3/events.html>
- Illinois Grant Watch: <https://illinois.grantwatch.com/>
- Google searches:
 - Best to search for specific types of grants: “business grants...”
 - for women, for veterans, for PTSD, for rural, for formerly incarcerated, for the disabled, for moms

Should you write your own grants?

YES!!! You should write your own grant!

- ▶ You understand your program/business and/or your vision for your program/business
- ▶ You are accountable for the details written in the document
- ▶ Writing a grant is NOT like preparing a tax return
- ▶ *If writing isn't a strength for you, find someone who you can dictate the information to*

The Trep School is planning to implement a grant writing may start to write grants for other people!

Grant Applications

▶ Private:

- ▶ There is no standard
- ▶ Form based or narrative based (or combination of both)
- ▶ May require additional supporting documentation
 - ▶ Tax return
 - ▶ Profit & Loss
 - ▶ IRS Determination Letter (for nonprofits)
- ▶ May require reporting after the funds are received

▶ Government

- ▶ Federal: Extremely detailed
- ▶ State: Extremely detailed, follows a basic standard across all agencies but there are differences in each agency's implementation of the basics

Qualifying for a State Grant

- ▶ Register your business/organization with Illinois Secretary of State
 - ▶ www.ilsos.gov
 - ▶ You will need your file number from the SOS for a future step
- ▶ Obtain an EIN from the IRS
 - ▶ Free from www.irs.gov
- ▶ Register with the Illinois Department of Revenue (IDOR)
 - ▶ Complete the REG-1 form
 - ▶ Free on www.mytax.illinois.gov
 - ▶ Requires your file number from the Secretary of State and your EIN
- ▶ Register with the System for Award Management (www.sam.gov)
 - ▶ Free registration, but the form is lengthy and can be complicated
 - ▶ SBDC can provide free technical assistance
- ▶ Register with the Grants Accountability and Transparency Act (GATA) Portal
 - ▶ It checks for ILSOS registration, EIN, and SAM

Assistance with State Grants

<https://dceo.illinois.gov/aboutdceo/grantopportunities/upcoming-grant-trainings.html>

Reading State Grants

Quick Guide for State Grants

- ▶ Read the NOFO
 - ▶ Estimated Number of Awards
 - ▶ Estimated Total Program Funding
 - ▶ Award Range
 - ▶ Application Date Range
 - ▶ Submission Dates and Times
 - ▶ Eligible Applicants
 - ▶ Scoring
 - ▶ Technical Assistance Sessions/Q & A Page
- ▶ Read the Application Questions
- ▶ Attend a TA Session, Read the Q & A

Let's Read a State Grant Together

<https://gata.illinois.gov/grants/csfa.html>

- ▶ List of agencies with active grant programs
- ▶ List of active grant programs
- ▶ *****List of current funding opportunities*****

Reading Grants

The Trep School's Prerequisite Questions

- ▶ Is my organization/business eligible?
- ▶ What is the deadline to submit the application?
- ▶ What is the purpose that these funds are being provided for?
 - ▶ Does my business program meet the purpose these funds are being provided for?
 - ▶ What are the goals and performance metrics? Can my organization meet these?
- ▶ What are the funding requirements?
 - ▶ Does the grant require matching funds? Does my organization have the ability to match and/or obtain those funds for this requirement?
 - ▶ Does the grant provide payment up front as an advance or is there a reimbursement?
- ▶ What is the award period?
 - ▶ Does my organization and/or do I personally have any projects, extended leaves, programs, or anything else scheduled that might conflict with the performance period and my ability to fulfill the performance responsibilities of this grant?
- ▶ What are the application package requirements?
 - ▶ Can my organization complete the document(s) within the deadline?

Evaluating Grants

To write or not to write?

Can you be competitive?

- ▶ Do you have a compelling program?
- ▶ Do you have data that supports your program (effectiveness, need, etc.)
- ▶ What is being asked in the application?
- ▶ How well can you match the scoring criteria?

Sample State Grant Application Package

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

Alma Tello
Illinois Department of Commerce & Economic Opportunity
100 W. Randolph St.
Chicago, IL 60601
Tele: 312-802-0515
Email: Alma.Tello@illinois.gov

2. Content and Form of Application Submission.

A standard application package must be submitted and reviewed by DCEO. Each package should contain the following items:

- 1 • Uniform Grant Application in fillable PDF format
- 2 • Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials.
- 3 • Conflict of Interest Disclosure
- 4 • Mandatory Disclosures
- 5 • A W-9 Tax Form for a business entity applicant. The applicant must not be a disregarded entity for federal income tax purposes.
- 6 • Project Narrative – no limit on number of pages, spacing, font, etc.

Writing a Winning Grant

The Trep School's Prerequisite Questions

- ▶ How does my business or program meet the funder's objectives?
- ▶ How can I ensure my program meets the funder outcomes?
- ▶ What data or research do I need (if any) to support my claim that my program meets the funder's objectives and is the best plan for the funds?
- ▶ What is my plan?
- ▶ What is the timeframe required to execute my plan?
 - ▶ How much ramp up time is needed?
 - ▶ When will I be able to start?
 - ▶ What is the program schedule?
- ▶ What staff, subcontractors, support, software, materials, training (etc.) do I need to execute my plan?
- ▶ What data will I need to capture in my program to prove that we've met the outcomes and objectives?
 - ▶ How will I capture that data?
 - ▶ What reporting can I provide from the data being captured?
- ▶ What are the costs associated with executing my plan?

Writing a Winning State Grant

Organizing Your Response

- ▶ Start with the High Level
 - ▶ The program is going to do X
 - ▶ For X people...
 - ▶ It's going to cost X
- ▶ Program
 - ▶ In the narrative section, provide as much detail as possible
 - ▶ Emphasize the outcomes and objectives
 - ▶ Identify the data that will be tracked and provided to the state
- ▶ Budget
 - ▶ A template is provided with tabs for cost types
 - ▶ Must provide as much detail as possible, down to the cent
 - ▶ The expenses should be tied back to the program
 - ▶ Every expense requires a narrative/justification

After Winning a Government Grant— Getting to the Contract

There's a process required before you can get the money

- ▶ NOSA-Notice of State Award
- ▶ Disclosure forms
- ▶ Grant Agreement
- ▶ GATA Questionnaires
 - ▶ Internal Controls
 - ▶ Programmatic Risk Assessment
- ▶ Budget Negotiation
- ▶ **Don't do any work or spend any money until everything is approved in writing and/or until you have a contract signed by both parties**
- ▶ The process may take weeks or even months

Managing a Government Grant

- ▶ Regular reporting requirements
 - ▶ Periodic program report
 - ▶ Periodic financial report
- ▶ Recordkeeping requirements
 - ▶ Internal/operations
 - ▶ Financial
 - ▶ Program
- ▶ Data and Metrics
 - ▶ Time and effort tracking
 - ▶ Participant and Outcome tracking
 - ▶ & Much More



Managing a Government Grant

- ▶ Agency Staff
 - ▶ Program Manager
 - ▶ Grant Manager
- ▶ Site Visits and Monitoring
- ▶ Grant Payments
 - ▶ Illinois Comptroller
 - ▶ Payment Tracking with Comptroller
- ▶ Audit Requirements
- ▶ Closeout



Best Practices (Mistakes to Avoid)

- ▶ Don't trust anything you're told unless you're told in writing
- ▶ And even then, don't trust it unless it's signed/contractual
- ▶ If you don't know what to do, ask the funder for help...state grants have a contact and may even have “technical assistance” sessions available
- ▶ Be prepared to jump through hoops with the funder, especially if the funder is the state of Illinois
- ▶ Keep every email between you and the funder, especially if the funder is the state of Illinois

Open Questions & Answers

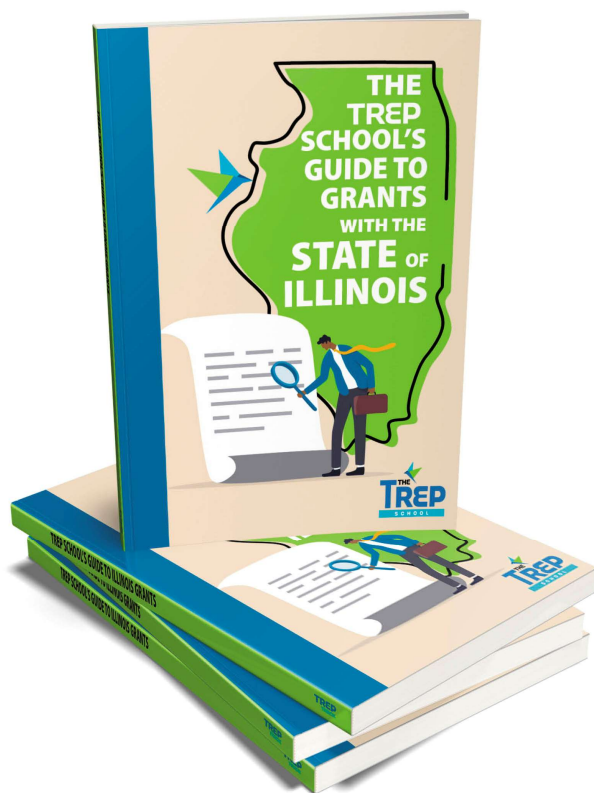
- ▶ Did we cover all the learnings you were looking for?
- ▶ Any additional questions?

Resources: Under Consideration

- ▶ A Grants Course
 - ▶ Grant Research
 - ▶ Grant Writing
- ▶ Grant Coaching/Technical Assistance
- ▶ Grants Finder/Research Subscriptions
- ▶ Grant Writing
- ▶ What else would you be interested in?



Additional Resources: Coming Soon



Use the Link or QR Code
Below to Purchase

<https://py.pl/rqLvC>

