

Understanding the Grant Management Process

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How to Submit a Request

- Review the Foundation's website for submission requirements
 - Healthcare Georgia Foundation requires a Letter of Inquiry (LOI)
 - Most foundations require a letter, application form or full proposal



Foundation Application Process

- Letter of Inquiry and Application Forms
 - Organization Information
 - Funding Request
 - Fit with Foundation's Priority Area's or Interests
 - Key Staff
 - Evaluation Process



What Should You Do If You Don't Know?

- Whenever possible, review the website and conduct a search of the funding organization
- Call the funder
 - Know the funding priorities
 - Know what you want funded
 - Leave very specific information when leaving messages



Preparing your Letter or Application

- Clearly state your request for funding
- Fully describe your programs
- Don't expect the funder to know your program
- Include a budget narrative
- Describe how you will evaluate your programs



Preparation Continued

- Include your previous contact with the funder
- Describe any challenges your organization has experienced
- Describe your achievements and successes
- Tell your story!



Before you submit your application

- Participate in any pre-application meetings or conference calls
- Adhere to deadlines
- Did you follow the application guidelines?
- Did you answer all the required questions?



Before you submit your application

- Peer Review
- Check for jargon/acronyms
- Make sure you include all required materials (budget, financial documents, support letters)
- Know who to address the materials to



Decision Process

- Receipt of Request
 - Log into database system
 - Reviewed by staff
 - Decision
 - Request for full proposal
 - Need additional information
 - Declined



What Funders Look For

- Program is a fit with the funder's priority areas of interest
 - Project should also fit the funder's general guidelines (e.g. funding restrictions)
- Application guidelines are followed
 - All questions should be addressed
 - Application should include required information (e.g. budget, cover sheet, attachments)



What Funders Look For

- Need and target population are clearly defined
 - Include demographic information about the target population
- Detailed intervention strategy
 - Intervention should address the need outlined
 - Clearly defined activities to accomplish goal



What Funders Look For

- Program Description
 - Concise and Clearly Defined: Not the same as Mission Statement
- Scope of Work
 - Clearly describe Who, What, When and Where



What Funders Look For

- Measurable goals and objectives
 - Be SMART (Objectives should be *Specific, Measurable, Achievable, Realistic and Time-Specific*)
- Organizational Capacity
 - Does the organization have prior experience in the proposed project?
 - Does the organization have the budget and staff to fully implement the project?
- Partnerships and/or Community Support
 - Letters of Support vs. Memorandum of Understanding



What Funders Look For

- Evaluation Plan
 - How do you define success?
 - What evaluation tools will you use to measure the program's impact?
- Budget is consistent with proposed activities
 - Include budget narrative
- Sustainability
 - Plan to sustain the program after grant funds end
- Timing of Request



Funding Request and Objectives

Seeking \$150,000 over 12 months to implement a comprehensive asthma program for children, their parents and providers in the Metropolitan Atlanta area.

- Provide 100 children with asthma self management education by the end of the grant period.
- At least 75% of children enrolled in the program will have an asthma action plan by the end of the grant period.



Funding Request and Objectives

Seeking \$50,000 over 12 months to implement a HIV/AIDS health education program for African-American women in Columbus, Georgia.

- Provide 2 HIV/AIDS health education workshops per month for the duration of the grant period.
- At least 40% of participants will receive HIV testing and counseling by the end of 12 months.



Program Budget

- Personnel Expenses
- Direct Operating Expenses
- Indirect Costs
- Other Costs
- Narrative Description



The Financial Review

- Financial Statements
- Internal Controls
- Audit
- Form 990
- Risk



After the Grant is Awarded

- Grant Agreements
 - Review the grant agreement thoroughly before signing
 - Check for objectives, reporting requirements and deadlines, and payment dates
 - Project does not officially begin until both parties have signed the grant agreement



After the Grant is Awarded

- Progress/Final Reports
 - Report on project activities and progress towards objectives
 - Update budget expenditures and note any changes in budget



After the Grant is Awarded

- Communicating with Foundation staff
 - Know your assigned program officer
 - Report any changes in project scope of work and/or budget
- Press releases
 - Be aware of the funder's requirements for press releases



QUESTIONS?

What you always wanted to ask....

