

STEPS TO SUCCESSFULLY PREPARING FEDERAL COLLABORATIVE GRANT PROPOSALS

PRESENTERS

Maggie Holmes, M.A., GPC President, Write Group

Kitty Wojcik, GPC Grant Manager, Washington Tennis & Education
Foundation

September 18th, 2017



Central Virginia Grant
Professionals Association

A chapter of the national Grant Professionals Association

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Workshop Objectives

- 1) Identify practical strategies for organizing and managing group dynamics for Federal collaborative grant writing.
- 2) Discuss strategies associated with collaborative grant writing.
- 3) Offer tools professionals use in collaborative grant writing activities to organize and manage group dynamics.

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Definition of Collaborative Grant Proposals

“An iterative and social process that involves a team focused on a common objective that negotiates, coordinates and communicates during the creation of a common document.”

-Lowery, et al (2004)

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Federal Collaborative Grant Writing: Three Defining Factors

- 1) Positioning yourself, your organization, and the collaborative to be successful
- 2) Organizing and managing group dynamics
- 3) Organizing and managing group writing tasks

Steps to Successfully Preparing Federal Collaborative Grant Proposals

1) As a Collaborative Member Position Yourself and Your Organization to Have a Successful Collaborative

Internal Planning

Create a team among with your own organization to examine the following:

- Choosing Partners (Determine which external partners)
- Existing Partners
- Organizations that offer complimentary services
- Organizations offering a full scope of services
- Empowers key staff to make decisions for the duration of the writing process
- Consider community politics

Steps to Successfully Preparing Federal Collaborative Grant Proposals

2) Strategies for organizing and managing group dynamics:

- A. Orientation: Two leaders: A Facilitator and A Grant Professional
 - Two Objectives: Establishing Group Dynamics and Understanding the RFP
 - Provide an opportunity for group members to build rapport
 - Establish communication rules
 - Define Expectations for Group Interaction

Steps to Successfully Preparing Federal Collaborative Grant Proposals

2) Strategies for organizing and managing group dynamics, Secondary Meeting :

B. Guided Interaction

- Agenda
- Buy-in to the project and partnership
- Assign roles
- Workplan and Timeline

Steps to Successfully Preparing Federal Collaborative Grant Proposals

2) Strategies for organizing and managing group dynamics, Secondary Meeting, continued :

B. Guided Interaction, continued

- Proposal Document Management (GoogleDocs, Basecamp, etc.)
- Communication plan (written)
 - Deadlines
 - Progress
 - Establishes accountability

Steps to Successfully Preparing Federal Collaborative Grant Proposals

3) Strategies for Federal grant writing and manage group tasks:

- A. Information collection
- B. Document Management
- C. Writing tasks



Consortium Member Info

Steps to Successfully Preparing Federal Collaborative Grant Proposals

| | [Answer With Completed Sentences, Thoughts and/ or Numbers Here] | Expectations Associated with Response |
|---|---|--|
| GENERAL INFORMATION | | |
| Consortium Member Institutional Name | | |
| Contact Person | | |
| Title | | |
| Address | | |
| Phone | | |
| Email | | |
| GEOGRAPHIC DIVERSITY & SERVICE AREA | | |
| # of counties included in your current service area | | |
| Estimated population of service area | | |
| EXPERIENCE & CAPACITY | | |
| Total number of students/employees enrolled at your college or program (unduplicated) | | |
| Number of faculty/staff employed | | |
| Total number of faculty /staff full time equivalents (FTE) | FTE: PTE: | |
| How many veterans does your institution serve annually? | | Want to make sure we have access to a pipe line of veteran recruits. |

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Tracking Member Documentation

| Item | #1 | #2 | #3 | #4 | #5 | #6 | #7 |
|---------------------------------|-----|----|----|----|-----|----|----|
| Executive Summary | C | C | C | C | C | C | C |
| Statement of Need | C | C | C | C | C | C | C |
| Mission Statement | C | C | C | C | C | C | C |
| Organizational History | IN* | C | C | C | IN* | IN | IN |
| Workplan | NS | C | C | C | C | C | C |
| Narrative | C | NS | C | C | C | NS | C |
| Project Mgmt | C | NS | C | C | C | C | C |
| Performance Site Location Forms | NS | NS | NS | C | NS | C | NS |
| Indirect Cost Rate Agreement | NS | NS | C | C | NS | C | NS |
| Activity Timeline | C | C | C | C | C | C | C |
| Budget and Budget Narrative | C | NS | C | C | C | NS | IN |

Blue– RECEIVED

RED – NOT RECEIVED

YELLOW - INCOMPLETE

Steps to Successfully Preparing Federal Collaborative Grant Proposals

| GRANT PRODUCTION TASK SHEET & TIMELINE | | | | |
|--|--|-----|------|--|
| Line Item | TASKS | WHO | WHEN | WHAT |
| | Assemble and Submit Grant via Grants.gov | | | Assemble all grant materials, narrative, abstract, attachments, assurances, and pre-condition documentation and submit via Grants.gov |
| 1 | Overall Project Leader | | | Responsible to obtain all grant responses from Members, Stakeholders, Partners and Others for Grant Writer Submit application contents to Lead College for submission |
| 2 | Lead Grant Writer Proposal SME(s) Format Application Application Submitted by | | | Prepare, write and finalize 45 page narrative Edit, improve, and approve narrative. Final format, grammar, spell check |
| 3 | SF-424 Application for Lead institution | | | Form in online application |
| 4 | SF-424 Application per Member | | | Forms in online application |
| 5 | SF-424 Budget Form | | | One form for all Members via Lead |
| 6 | Budget Narrative | | | Consults on Form |
| 7 | Executive Summary | | | Fills Out Form in online application |

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Strategies for Moving through Conflict

- A. Establish a culture of trust
- B. Create an environment that is safe to give and receive feedback
- C. Honesty and frankness
- D. Personal calls or emails

Steps to Successfully Preparing Federal Collaborative Grant Proposals



Tips

Prepare Before the RFP Hits the Street If You Know its Coming

You Need 2 Leaders

Get Authority to Make Decisions

Have Partners Sign MOUs

Create Schedules and Timelines

Do Not Assume Total Responsibility for the Outcome of the Grant



Central Virginia Grant
Professionals Association

A chapter of the national Grant Professionals Association

Steps to Successfully Preparing Federal Collaborative Grant Proposals

Questions and Answers



Steps to Successfully Preparing Federal Collaborative Grant Proposals

Contact Information

Maggie Holmes, M.A., GPC

President, The Write Group, LLC

maggieholmes@write-group.com

301-221-3937

Kitty Wojcik, GPC

Grant Manager, Washington Tennis & Education Foundation

301-312-9035

We want to thank the numerous grant professionals who have contributed to the development of these grant tools.

The tools we provide have been adapted over time for various projects.



Central Virginia Grant
Professionals Association

A chapter of the national Grant Professionals Association