



Grant Guidance

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“The skill of writing is to create a context in which other people can think.”

—Edwin Schlossberg

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Congratulations to Bridges to Wellness!

Bridges to Wellness, a rural health network in Arkansas, has received its second Health Resources and Services Administration Rural Health Network Development grant. This three-year grant will enable Bridges to Wellness to build the capacity of healthcare providers in Siloam Springs, Ark. and the surrounding rural areas. Congratulations to Executive Director Emerson Goodwin and his board for their third HRSA grant!

Managing Grant Reporting Season

If your organization receives federal funding, chances are you are compiling and submitting quarterly reports this time of the year. While we are all excited to receive federal funds to help us fulfill our missions, sometimes these reports make grants seem more like a burden than a blessing.

If this has been your experience, we have a few tips to make grant reporting a bit less painful. First of all, you must have time to track and record data throughout the grant year and compile the reports. Very often this requires administrative help for the Project Director or Grants Management staff. Be aware of this at the beginning of the grant project and don't skimp on data collection.

Second, start thinking about your

reports you receive the grant—not when they are due! Build data collection procedures into the project activities from Day 1. Review the Evaluation Plan from the grant proposal and ensure you have adequate infrastructure and resources to actually carry out that plan.

Review reporting requirements when you start the project and gather any documentation or information you can ahead of time. This will save you much stress when it comes time to report on project progress.

A little advance planning can take some of the stress out of grant reporting and help your organization better steward its grant funds.

Remember: Good stewardship is cultivation for the next grant!



“Foundations are like people—they have unique personalities, giving interests, and ways they like to be cultivated.”

Breaking the Ice With Private Foundations

You have probably heard that developing relationships with private foundations is key to getting your projects funded and cultivating long-term support. Foundations are like people—they have unique personalities, giving interests, and ways they like to be cultivated. Some foundations do not want cultivation and expect you to submit your proposals “cold.” However, for foundations that do invite relationship building, how do you begin? We have probably all had the experience of holding a foundation’s phone number in our hand, staring at the phone and trying to think of what to say. Here are some tips for breaking the ice and getting your relationship off to a good start.

1. **Attend events that feature foundation representatives.** If a representative from the foundation is speaking at an event or giving a presentation, attend. Ask questions. Talk with the speaker to pitch your project or organization and ask if the foundation might be interested in what you’re doing. Then follow whatever advice the representative gives you. Look at this as your first date with the Foundation—be polite, dress nicely, and ask lots of questions.
2. **Leverage relationships.** Having a board or staff member open the door to a foundation is a great way to increase your chances of success. Board members are often relieved to be able to use their relationships to help with fundraising when they don’t have to ask for the money themselves! Give them the opportunity to play this role by introducing you to any foundation trustees or staff members they know. Take a list of trustees from foundations you are interested in to your board meeting and ask members if they know anyone.
3. **Pick up the phone and dial.** If you do not have a contact or event to attend, you may need to just call. Be sure you do your homework and have verified the foundation’s funding interests. Then, call to briefly pitch your project and ask for advice in applying. Open with something like, “Hello, my name is Susie from ABC organization. We are seeking funding for educational day camps for children victimized by violence. We know that your Foundation is passionate about children’s projects, and we were wondering if our project is something the Foundation might be interested in.” If you get a positive response, ask if it might be possible to meet with a foundation staff member to discuss your project. However, be prepared to discuss it on the phone—know who you will serve, in what time frame, what you will accomplish, and how much you plan to request. Then follow any advice you are given.

No matter what method you choose, be honest, straightforward, and knowledgeable about the project you plan to propose.

Conversation with the Lumina Foundation—July 9

The Metasoft Corporation (the provider of FoundationSearch) is hosting a paid webinar with the VP for Program Development at the Lumina Foundation for Education on July 9. While the Foundation is looking to partner with higher education and K-12 schools, the materials for this event state that community-based organizations, employers and business groups may also be considered by the Foundation as partners.

While we have no relationship with Metasoft and no experience with their webinars, we are going to be participating on behalf of our current clients and wanted to get the word out to as many of you as possible.

In that interest, we are including here the descriptive materials from the webinar's registration page, which we have just copied and pasted. Again, we are not endorsing Metasoft or any of their products, nor have they asked us to promote this event.

Holding over a \$1,000,000,000 in assets, the Lumina Foundation for Education is the only top-100 foundation in America with a mission that focuses exclusively on education. Lumina awards close to 400 grants annually with an average grant size of \$150,000.

*James Applegate, VP for Program Development at the Lumina Foundation for Education, will explain the **Big Goal** to dramatically increase the number of working-age people in the United States with a high-quality college credential.*

Lumina is looking for partners with scalable programs to accomplish the BIG Goal. Jim will answer questions from grant seekers with potentially fundable projects. The lack of a college degree is one of the largest factors standing in the way of disadvantaged Americans moving out of poverty. The success of the BIG GOAL is essential to realize social justice and economic success in America. Key partners include community-based organizations, middle schools, higher education as well as Ys, employers, civil rights organizations, business groups and many more from all parts of the country.

Find out what Lumina is looking for in their partners and if you may be a fit. The presentation will be followed by a 20 minute Question and Answer session.

Registration is \$99 and may be found at <http://luminafoundation.eventbrite.com>

Arkansas GPA Learning Opportunities

Open Proposal Review

June 22, 2011—12:00pm - 2:00pm
Donald W. Reynolds Cancer Support House
Ft. Smith, Arkansas 72903
Cost: Free / GPA members and participants in the June 8th GS101 session; \$15 / guests
No RSVP required.

Would you like feedback on one of your grant proposals? A panel of GPA grants professionals will provide an open proposal review that will give you one-on-one feedback. Bring the funder's guidelines and your complete proposal or draft.

Grantseeking 101

In partnership with the Arkansas Coalition for Excellence & East Arkansas Community College
July 15, 2011—9:00am - 12:00pm
East Arkansas Community College
Forrest City, AR 72335
Cost: \$40 / GPA or ACE members; \$50 / guests
RSVP to Tracy Mathews at (870) 633-4480, ext. 333 or tmathews@eacc.edu

Join us for Grantseeking 101, which will discuss the components of the grant cycle, including finding funding prospects, preparing a competitive application, stewarding grants, and developing relationships with funders. The session is good for development professionals, board members, and volunteer fundraisers.

Meet the State Funders

Friday, August 12, 2011—10:00am - 2:00pm
Pulaski Technical College
North Little Rock, AR 72118
Cost: \$40/GPA members and students; \$50/guests
RSVP: Jacob Oliver, joliver3@nwacc.edu

Come meet representatives from state funding agencies as they share information on their grant programs and guidelines! This was an extremely important and well-received session in 2010 and is back by popular demand. More details on the agencies you can expect to see participating coming soon.

More information on all of these events can be found on the GPA Arkansas website at <http://www.gpaarkansas.org>

You may also contact Melanie Palmer for details: mpalmer@nwaws.org



Upcoming Grant Opportunities

The Administration for Children and Families at the Federal Department of Health and Human Services is publicizing the following funding opportunities. The ACF website says that grant announcements/RFAs will be released on June 15, with expected due dates of mid-August on all of the following programs:

- **Community-Centered Healthy Marriage / Relationship Education Grants**

http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm?switch=grant.view&qff_grants_forecastInfoID=33419

Projects will support programs with the capacity and proven track record of providing a broad range of marriage and relationship education (MRE) and skills training to low-income populations. To address the multiple barriers faced by individuals, couples/partners, and families, projects will provide MRE skills to change behaviors of individuals and move families towards economic self-sufficiency. ACF is particularly interested in funding organizations located in the community of the target population and that provide a broad array of services.

- **Community-Centered Responsible Fatherhood Strategies for Re-Entering or Recently Released Fathers**

http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm?switch=grant.view&qff_grants_forecastInfoID=33433

Cooperative Agreements awarded under this Funding Opportunity Announcement will support reentry programs that provide Responsible Fatherhood authorized activities and creative pre- and post-release case management services to recently released or re-entering fathers. Projects will be designed to support healthy marriage and relationships, improve responsible parenting skills, reduce recidivism, and remove barriers to self-sufficiency. Organizations must also demonstrate the capacity to assist re-entering or recently released fathers with employment and housing services as needed.

- **Field-Initiated Healthy Marriage and Relationship Education Grants**

http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm?switch=grant.view&qff_grants_forecastInfoID=33440

Cooperative agreements awarded under this Funding Opportunity Announcement will support innovation and improvement in the quality of Marriage and Relationship Education (MRE) services through approaches identified by the field as promising or cutting-edge. Projects will provide services and supports for any of the eight allowable activities authorized by the CRA. ACF is particularly interested in programs that equip low-income individuals and couples/partners with the skills necessary to overcome the barriers to economic self-sufficiency.

- **Field-Initiated Responsible Fatherhood Grants**

http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm?switch=grant.view&qff_grants_forecastInfoID=33426

Cooperative agreements awarded will support innovation in the quality of responsible fatherhood services through approaches identified by the field as promising or cutting-edge. Projects will provide services and support for authorized activities of Healthy Marriage and Responsible Parenting only. Additionally, projects will be designed to help fathers build mutually supportive and long-lasting relationships with their children and the mothers of their children.

- **Pathways to Responsible Fatherhood Grants**

http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm?switch=grant.view&qff_grants_forecastInfoID=33398

Cooperative agreements awarded under this FOA will support projects with organizations that have the capacity and proven track record of helping low-income fathers. Projects should be designed to develop a broad approach to case management and support services. Projects should be designed to help fathers build mutually supporting and long-lasting relationships with their children and the mothers of their children and help fathers overcome barriers to economic self-sufficiency.

Register Now for the GPA National Conference

Grant Professionals Association National Conference

Date: October 5-8, 2011

Location: Bally's Las Vegas Hotel, Las Vegas, Nevada

Registration fee: Early bird registration (before June 30) is \$499 for GPA members and \$599 for non-members.

Scholarships are available through the GPA Foundation, and at least one scholarship will be reserved for a member of the GPA Arkansas Chapter! Contact Melanie Palmer for details:

mpalmer@nwaws.org.

We hope you will consider attending this year's GPA National Conference in Las Vegas, Nevada! This conference brings together grants professionals from across the nation and the world and offers grants training on a variety of subjects.

This year, GPA is once again partnering with the CharityChannel Summit to offer sessions on fundraising topics outside of grants, such as annual campaigns, major gifts, sponsorships, and events.

Register now to get the early bird registration. We hope to see you there!

Grants Questions Answered

- Q. My organization received a grant but now that I must submit reports, I find out that we haven't spent the money or done some of the activities we said we would do! What should I do?
- A. This is a tough one. Prevention is the best remedy, so if at all possible, make sure funded projects are taking place as proposed. A meeting with staff at the beginning of the project to review the objectives and activities in the proposal is a great way to start. However, if you suddenly find that your project has not been carried out as planned or the money has not been spent appropriately, find out what can realistically be done toward your grant activities in the immediate future. Pull together the program team and emphasize the importance of taking fast steps toward accomplishing grant activities so that you can report progress. If there is not time for this, however, the best strategy is honesty with your funder. Call your Program Officer and explain the situation. If there are good reasons for not having accomplished what you said you would in the specified time frame—such as key program staff left the organization or construction bids took much longer than anticipated—explain this. Also provide a clear roadmap of steps your organization is taking to remedy the situation and deliver the program as proposed, and ask (extremely politely) for an extension on your report or of the grant period. Then be absolutely sure that you deliver on what you promise!



Have a question?
Send it to Cheryl to
include in next
month's newsletter!

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Please visit our website for more information: www.tfkgrants.com.

You may request to be removed from our newsletter mailing list at any time by sending an email to ckester@cox.net.

More Upcoming Grant Opportunities

Lowe's Charitable and Educational Foundation

http://www.lowes.com/cd_The+Lowe's+Charitable+and+Educational+Foundation_474741445

Grant Range: \$5,000 to \$25,000

Deadline: none

Giving for community improvement projects and K-12 education.

For more information and to apply, visit the [Lowe's Charitable and Educational Foundation](http://www.lowes.com/cd_The+Lowe's+Charitable+and+Educational+Foundation_474741445) online.

National Endowment for the Humanities Digging Into Data Challenge

Email: did@neh.gov

Grant Range: \$25,000—\$175,000

Deadline: June 16, 2011

Giving for projects that address how "big data" (such as newspapers and digitized collections) affects social science research

For more information, visit [Digging Into Data](http://www.diggingintodata.org) online.

Saucony Run For Good Foundation

www.Sauconyrunforgood.com

Grant Range: Up to \$10,000

Deadline: June 16 and December 16

Giving for community-based youth running programs and for programs aiming to prevent childhood obesity

For more information and to apply, visit [Saucony Run For Good](http://www.SauconyRunForGood.com) online.

Aids Education and Training Centers Telehealth Training Centers

Contact: Diana Trevieso Palow

Email: dpalow@hrsa.gov

Phone: (301) 443-4405

Grant range: \$200,000 average award

Deadline: June 20, 2011

Giving to expand access to and improve healthcare and health outcomes for underserved, hard-to-reach, HIV-positive persons in rural areas.

For more information, visit [grants.gov](http://www.grants.gov), CFDA # 93.145.