

Introduction to the World of Grants for Facility Managers in the Public Sector

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The
*you*niversal
Facility Management Experience



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Learning Objectives

- Understand what is a grant
- How to get them
- How to find them
- How to write them
- How to manage them
- How to learn more about them



The Environment of the Facility Manager

- Planned renewal & replacement
- Deferred maintenance
- Cut in operating costs
- Increase in operating costs
- Budget cuts



What is a Grant?

- Money, equipment or property in lieu of money
- A contractual obligation



What are “The Strings?”

- Grant guidelines note strict eligibility rules
- Grants are contracts with a defined period of performance
 - Activities and purchases are restricted to what is considered allowable by the grantor
 - You have to be accountable to the grantor by submitting required reports on time
- Certifications & assurances and other contractual provisions



Who Has the Grants?

- Government
 - Federal, State and Local
- Private Foundations
 - Think locally!
- Corporations
 - Align with marketing strategies of the company



Grant Misconceptions

- Difficult to write
- Last minute, stressful project
- Hard to understand
- Can't plan
- Hard to win



Grant Truths

- Yes, there are deadlines
- Questions on grant applications are very similar
- Cyclical in nature
 - grants come around about the same time every year because that's how grantors operate their business
- Expectations are in writing
- Have a predictable lifecycle
 - Pre-award
 - Award
 - Implementation
 - Closeout



How to Find Them

- Grants.gov <http://www.grants.gov>
- State and local government websites
- Other County and City Schedule of Expenditures of Federal Awards (SEFA) reports
 - Single Audit Database
<http://harvester.census.gov/sac/dissemin/entity.html>
- FC Search Database at Foundation Center Cooperating Collections <http://foundationcenter.org/collections/>
- Your peers
- Some vendors – but BE CAREFUL about procurement!



How to Get Them

Think!

- Think competitively
- Think about your organization, your department, division or office in bite-size projects
- Think about your project's unique characteristics
- Think about who you might partner with on a project that may make your grant application more competitive



How to Write One

- Read!
 - Grantor expectations are in writing in the form of guidelines or Notice of Funding Availability (NOFA) and in the grant application
- Write a boilerplate or master proposal for each of the projects you have identified
 - keeps information handy and ready for writing
 - can be tweaked for each grant that you write



How to WIN them!

- Plan
- Strategize
- Research
- Fit
- Write



How to LOSE them!

- Don't complete the proposal in entirety!
- Don't do what the grantor asks you to do
- Don't use plain language
- Submit your grant application late
- Don't honor your contract



How to Manage Them

BE READY!

- Capacity of the organization
 - Policies and procedures
 - Centralized or decentralized grants management?
 - Resources for grant writing, training, technical assistance
- Impact on other department resources
 - Procurement, legal, facilities, staff commitments, maintenance costs, etc.



How to Manage Them

- Capacity of the department that is managing the grant
 - Can you really take this on right now?
 - Do you need to reorganize, create a management structure to make grants a part of your normal routine?
- Capacity of the grant project manager
 - Use the same project management skills for grants as you would with any other project
 - Use project management software, calendars, etc. to keep track of deadlines



Grant Pitfalls

- Lack of planning
- Not reading grantor guidelines and award
- Not checking to be sure the applying organization can comply with the terms of the agreement
- Not managing grant award
- Not complying with grantor expectations and terms of grant agreement



How to Learn More About Them

- American Association of Grant Professionals
<http://grantprofessionals.org/>
- National Grants Management Association
<http://www.ngma.org/>
- Foundation Center
 - Cooperating Collections at local libraries
<http://foundationcenter.org/collections/>
 - RFP Bulletin
<http://foundationcenter.org/newsletters/index.jhtml>



How to Learn More About Them

- Online Resources

- Proposal Writing Short Course from the Foundation Center
<http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>
- Proposal Budgeting Basics from the Foundation Center
http://foundationcenter.org/getstarted/tutorials/prop_budgt/index.html
- Grant proposal.com
<http://www.grantproposal.com/>
- Environmental Protection Agency
<http://www.epa.gov/ogd/recipient/tips.htm>
- Grants.gov applicant resources
<http://www.grants.gov/applicants/resources.jsp> and Appendix VI:
Developing and Writing Grant Proposals
https://www.cfda.gov/downloads/CFDA_writing.pdf



Sample Grant Proposals

- The Idea Bank

<http://theideabank.com/onlinecourse/samplegrant.html>

- Proposalwriter.com

<http://www.proposalwriter.com/grantsamples.html#Samples>

- School Grants

http://www.schoolgrants.org/proposal_samples.htm



Thank You and Good Luck!

Questions?

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