

Answer Guide
Study Questions -- Videos

Winning Grants #2 & #3 – Federal, State and Local Grants

1. List at least three resources for finding federal grants, what information these resources provide and where the resources can be found.
 - *Catalog of Federal Domestic Assistance (CFDA)*. --This resource is available as a book, on a commercial CD (available through Capitol Publication) and on the Internet. The book is published yearly by the government and lists at least 1,300 programs and is indexed in several different manners for easier use. The CD and Internet sites can be searched in various, almost endless ways. The program listings are comprehensive including numerous things such as the program number, what federal agency is responsible for the program , the objectives of the program , eligibility, application and award process, guidelines, informational contacts and selection criteria. This book can be found in the Foundation Center Funding Information Centers found in state libraries throughout the United States. In Reno, this center is found at the Main Washoe County Library on South Center Street.
 - *Federal Register* -- This resource is available as both a book and on the Internet, but again the video concentrated on the book, which again is available at the local Foundation Center Funding Information Center. This daily document is printed by the federal government and is considered the government's newspaper. The Federal Register has announcements of new programs. The Register also lists proposed rule changes with contact information to supply feedback on the changes. Also, twice a year the Department of Education lists all the grant deadlines in the Federal Register.
 - *National Science Foundation (NSF) Bulletin and National Institute of Health (NIH) Guide* -- These newsletters are printed by the agencies and can be obtained by contacting the agency and asking to be placed on the mailing list for free. The brochures list programs and proposed changes, review committees and rule changes.
 - *Commerce Business Daily* -- Federal contracts can be found in the Commerce Business Daily also available at the local funding information center. This is a daily publication of the government and lists all contacts the government will send out and who government contracts. Contracts are considered above the grant level. However, this is another form of federal funding which is available for particular things.

2. Why is it difficult to receive a federal grant?

- Federal grant money is often one of the first funds that lose money when budgets are cut. Therefore, there is more competition for each grant and you have to be more persuasive and do better research when applying.

3. What compelling evidence does the presenter, Mr. Bauer, give to show how valuable it is to make pre-proposal contact?

- He states that those making pre-proposal contact are three times more likely to be successful. He gives several explanations for this success which include...
 - It allows applicant to try out ideas on a funder.
 - It allows you to get a copy of successful proposals.
 - You can find out who will judge and the criteria that will be used.
 - You can ask for a list of past grantees.

A pre-proposal contact allows the applicant to gain more information about the funder, to better compose the grant.

4. What are the four most important things to remember when making a pre-proposal contact?

- Dress appropriately in order to make a good first impression.
- Bring something that documents the problem (no audio/visuals- they may not have the equipment/time to watch them).
- Do your homework so you will know what they've done in the past – it shows you respect and are concerned about them.
- Relay your sincerity and honesty.

5. How can a grant writer view a sample of a funded proposal from the government entity he is applying to?

- The grant writer can request a copy from the government agency.
- Contact can be made with past grantees. Ask the grantee for a copy of the proposal.

6. What kind of helpful information can you obtain for contacting a past grantee?

- Find out who on the funder's staff was the most helpful.
- Get a copy of the funded proposal.
- Did the grantee use a contractor/advocate?
- Did the grantee make a pre-proposal contact, if so how (by phone or in person)?
- The grantee can relay the information they learned as they dealt with the funder.

7. What are the advantages of becoming a grant reviewer?
- You gain experience in the grant process.
 - You will be more likely to make a pre-proposal contact if you've been a reviewer.
 - When it is time to do your own grant, you will be more comfortable with the system.
 - Quality will most likely improve.
8. What does the term “matching requirements” mean? How does a grant writer address it when writing a proposal?
- Matching requirements describes to the funder the amount of your own time, equipment and or money you will be giving to the proposal. When you are preparing your proposal budget, you should list the requested amount, the matching amount – followed by an asterisk to differentiate it, and add these for the total financing needed.
9. What are the seven steps to measuring objectives on a model grant?
- Determine result area – how will we show closed gap?
 - Determine measurement indicators – what will prove we created change?
 - Determine performance standards – what standard are the results measured on?
 - Determine time frame
 - What is the cost?
 - Write the objective.
 - Evaluate the objective.
10. Describe Mr. Bauer’s concept of “quality improvement” before a proposal is submitted.
- Recruit people to role-play as reviewers of your proposal.
 - Have the role-players take the same amount of time the reviewer would (approximately one hour).
 - Have one of the role player use the same scoring method as the actual reviewers. If the abstract/summary at the beginning is not scored for the proposal, make sure the role-player scores it.
 - Make sure the role-players focus on the positives, as well as the negatives, so you don't change something that is good.
11. What government document describes the rules for spending federal grant money?
- The Office of Management Budget (OMB) circulars will describe the spending rules for your federal grant money. The circulars that apply to your grant are usually listed in your application package.

12. When the dispersals are announced, what should the grant writer do if...

a) A grant is approved?

Send a thank you letter to the agency and the reviewer for the time they took to review your proposal. Ask the funder to visit so you can show them your program. Also, ask for a critique – so you can learn how to do better the next time (include a label for mailing).

b) A grant is accepted with modifications?

The funder is usually asking the applicant to cut their budget. The applicant should take out all of the preparation materials in order to show the funder what they will not get if the budget is cut. Be Honest!

c) A grant is not approved?

Send a thank you note to the agency for the time they took to review your proposal and let them know you will be reapplying. Ask if you can have a copy of the reviewer's comments. Send the agency relevant articles, information, etc. so they will know you are thinking about them in the "off" season.

13. "People give people grants." How does Mr. Bauer's presentation support this statement, even when the grant maker is the government and the grantee is an organization?

- Mr. Bauer described a time in which he sent a thank you and a "we'll try again" letter to an agency after his organization's proposal was denied. The agency called him to state he had received the wrong letter and his proposal was accepted. He found out much later that the agency had never received a thank you from anyone before (accepted or rejected). Was the wrong letter really sent or did the agency change its mind because of the respect Mr. Bauer showed the agency?

Winning Grants #4 & #5 – Foundations and Corporate Grants

14. According to the videos, approximately how many foundations are there? How many people do they employ?

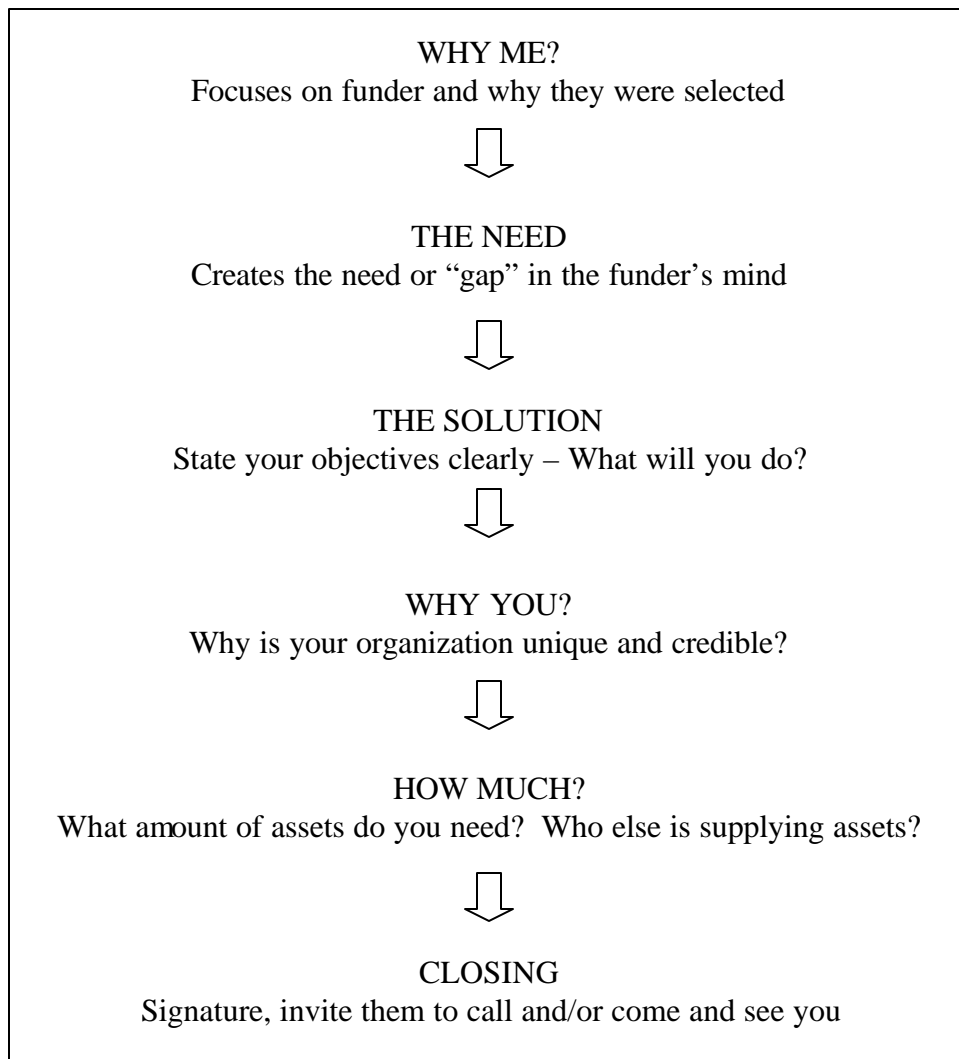
- There are over 40,000 foundations.
- The total number of employees for all foundations is 3,300, which means that foundations do not have large staffs.

15. What is the most important thing to the funding source?

- The most important thing to the funder is itself (the funder). Initially, do not talk about your program. Describe the funder, its grant history and granting patterns.

16. What is the “necklace theory”? List the six sections of the “necklace” theory of proposal writing.

- The necklace theory describes the format to follow when writing a letter proposal. Following the theory allows the applicant to follow an orderly flow.



17. What is the first main part of the “necklace”? What is its focus?

- The first part is the “Why Me?” section. This focuses on why the funder was chosen. The applicant and his organization should not be mentioned. This should describe the funder, its funding history and patterns.

18. What does the “need” section show?

- This section should create in the funder’s mind the program or “gap” that exists. It is important that this gap exists in the local area. It should describe what will happen if the gap is not fixed. This section should motivate the funder to continue reading to find a solution.

19. How do you make the need look more critical to the funding source?

- The need should be documented at the national, regional and/or state levels, as well as the local level.
- Use quotes and statistics to support the need.
- Related how this problem affects people the funder knows, such as employees, customers and others.
- Use a statement to “scare” the funder into realizing what will happen if the gap is not fixed.

20. What information would you want to include to increase your project credibility?

- “Name drop” other grants your organization has already secured.
- The highest ranking official within the applying organization should sign the proposal. If there is a board of directors, get their signatures as well.
- Describe the recognition you have received that supports your ability to meet the solutions your project proposes.

21. Name at least three places Mr. Bauer mentions to research foundations and corporate giving.

- Foundation Director
- The Foundation Grants Index
- The Foundation Center
- Internet
- Dunn and Bradstreet
- Corporation and foundation websites

22. Why is it important to show how your project will be maintained in the future?

- The funder wants to know that you have planned to continue/maintain your project in the future without needed yearly grant funds. The funder does not want to have the grantee continually returning.
- The project should show it can be self-sufficient.

23. List three important things to include in the closing of your grant proposal.

- Your proposal should include signatures of the highest ranking official in the organization.
- If further information is needed, include who the funder can contact (most likely not the person who signs the grant) and the phone number.
- Include your nonprofit tax identification number.