

Grant Writing

An aerial photograph of a city skyline, likely Chicago, featuring several prominent skyscrapers and a large green park area in the foreground. The image is partially obscured by a dark blue overlay on the left side, which contains the text. A solid green horizontal bar is positioned below the text.

Best Practices

The Wonderful World Grants

Friend or Foe.....

Why do we need grants?

Are grants the enemy?

Do grants put us in debt?

Too much red tape...



WHAT ARE THE TYPES OF GRANTS?

- Federal Programs
- State Programs
- Private / Foundations
- Non-Profits Programs



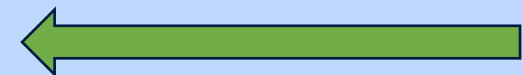
FEDERAL



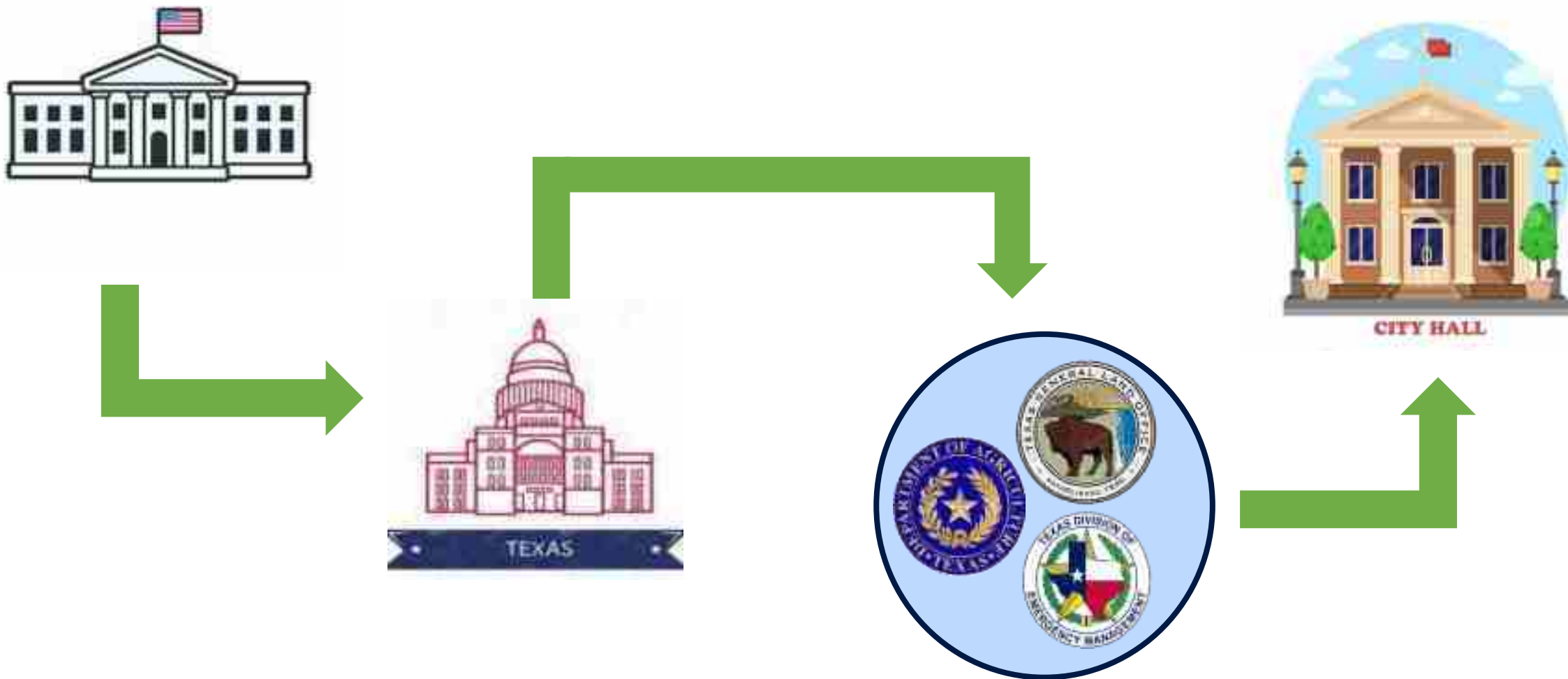
STATE



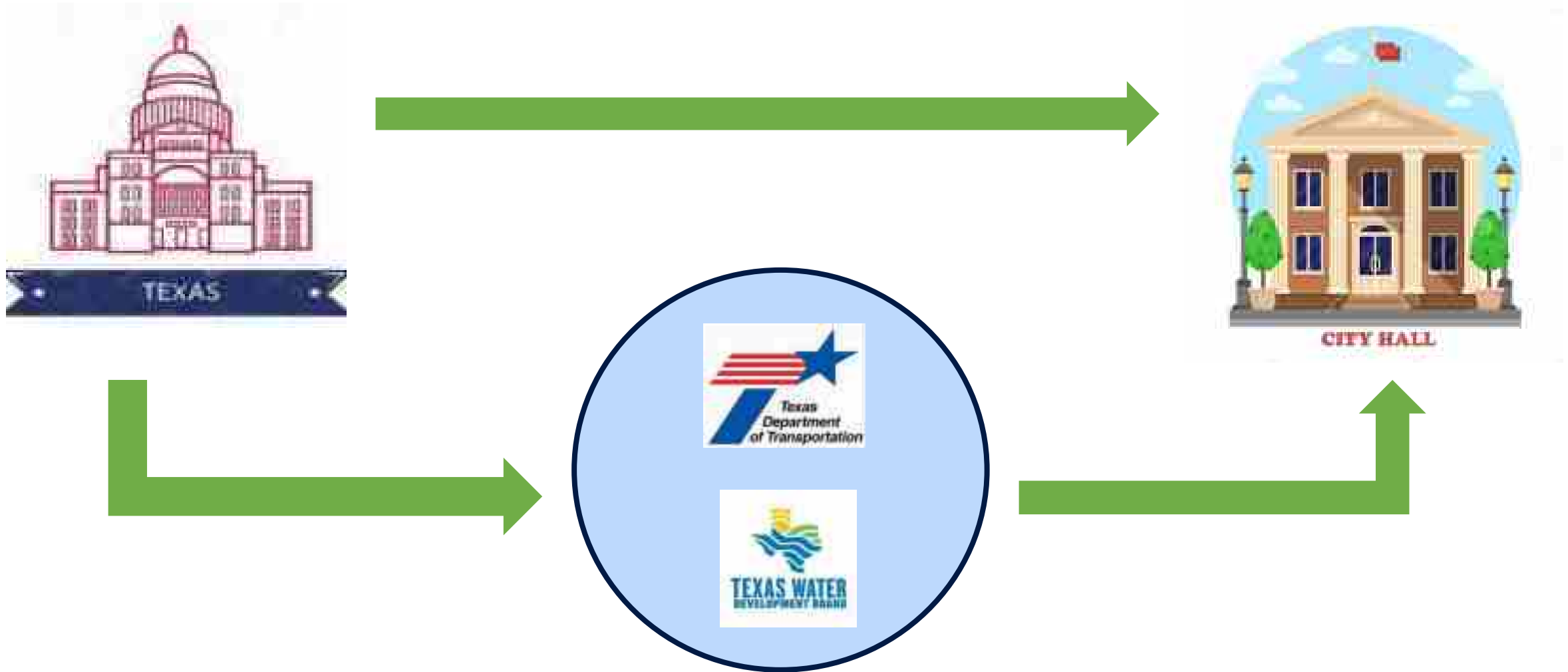
Non-Profit/ Private/
Corporate



How Federal Funds Get to Local Levels



How State Funds Get to Local Levels



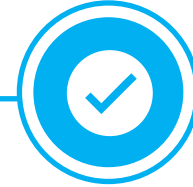
GRANTS State Vs. Federal



**Less
Competitive**



**Procurement
Compliance**



**Funding
Availability**



**Different Reporting
Requirements**



**Funding Source
Varies**



**Environmental
Requirements**

What is 2 CFR 200?



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“CFR” = Code of Federal Regulations

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Code of Federal Regulations (CFR) Part 200 sections 316 through 327.

Under Office of Management and Budget (OMB): Changes triggered by executive order.
Housed in the National Archives and Records Administration

The Office of Management and Budget (OMB) oversees the performance of federal agencies and administers the federal budget.

ALL ABOUT GRANTS

Grants implementation can be confusing or challenging depending on your degree of experience working with them. They are not a one size fits all and the agency of oversight can impact how the grant is best managed:

Most grants will consist of one of these components if not all or most.

Parts of Grants:

- ◁ Research / Discovery
- ◁ Writing Grants
- ◁ Grant Submission & Award
- ◁ Implementation
- ◁ Close Out

RESEARCH AND DISCOVERY:



Key Research Activities:

- ◁ Conduct a thorough community needs assessment during grant research.
- ◁ The needs assessment involves analyzing demographic data, economic indicators, and community development priorities to identify areas of need and potential funding opportunities.
- ◁ Review the needs assessment findings with the City to identify specific funding priorities and areas of focus.
- ◁ Solicit feedback and approval from stakeholders / departments.
- ◁ Identify potential programs and eligibility criteria to determine feasibility.

Different Ways to Conduct Research

1. Review any strategic or comprehensive plans.
2. Have roundtable discussions or workshops with community stakeholders and departments.
3. Write or Update Strategic Plans.
4. Assess urgent needs from long-term goals and set realistic timelines.
5. Determine best practices for project selection.



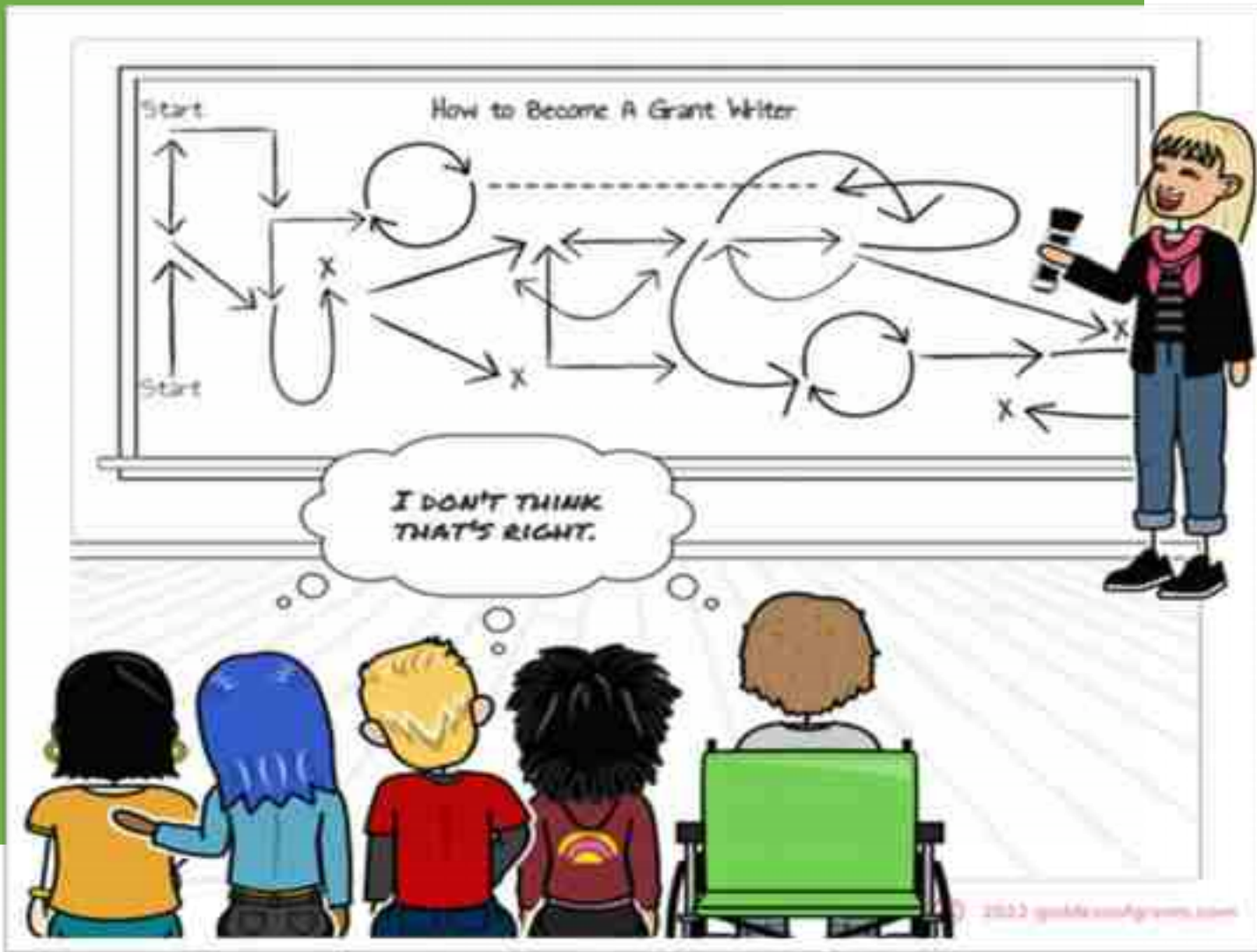
Finding the right programs:

Where do you look?

- ✓ Start with your state agencies first. They often have more resources and contacts who can help you walk through your project to match it with a program.
- ✓ Research different Federal agencies to see what programs they have available.
- ✓ Call a grant administrator for guidance. Many times, they are willing to help.
- ✓ Peer referrals
- ✓ Google is a very helpful tool!



Grant Writing:



Key Writing Activities:

- ◁ Use thorough community needs assessment findings to identify a program during grant research.
- ◁ Review all grant instructions, notices of funding, or application guides for comprehensive compliance guidelines.
- ◁ Determine if these grants will be self written and managed or if vendor firms are needed for support.
- ◁ Consider if engineering or architectural services will be required to complete pre-design activities in association with grant preparation.

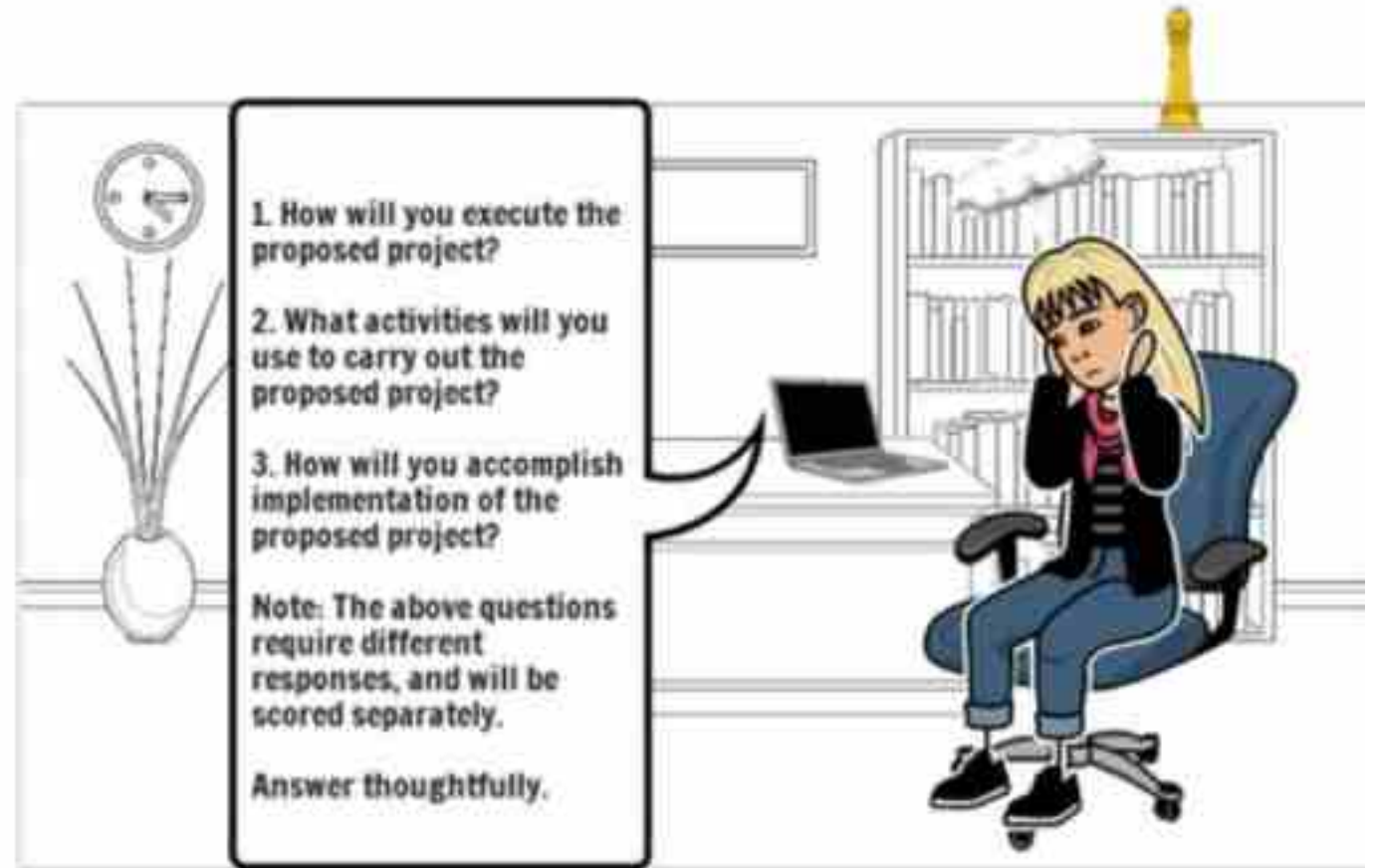
Preparing the Grant **for Submission**

1. Have a scoping meeting to discuss the parameters of the grant and the proposed scope of work to be funded by the grant. (can be multi-layered funds)
2. Invite all stakeholders to routinely scheduled meetings to discuss and review plans, deadlines, strategies.
3. Have a list of all required documentation to be submitted in the application.
4. Review the proposed budget and ensure it is realistic.
5. Always discuss land acquisition and beneficiary areas.
6. Writing the grant. (Online Portals)



Deadlines and Important Things to Consider

1. When is the grant due?
2. How many Commissioner's Courts are left before the deadline?
3. What is our capacity to fund this project?
4. Do you really understand the grant criteria?
5. How accurate are our estimated costs?
6. Understand "force account".
7. Is this an urgent need project, how long will it take to complete and how long does the grant allow.



SUBMISSION AND AWARD:



Key Activities:

- ◁ Ensure all required documents have been filled out correctly and signed by authorized officials.
- ◁ Understand the process for submission thoroughly according to the grant specifications and ask for any technical support far in advance.
- ◁ Identify online submission management portals that are to be used for uploading all grant related information and make sure a log in is created.
- ◁ Post submission monitoring should be assigned to someone in the event requests for additional information is needed from the funding agency.

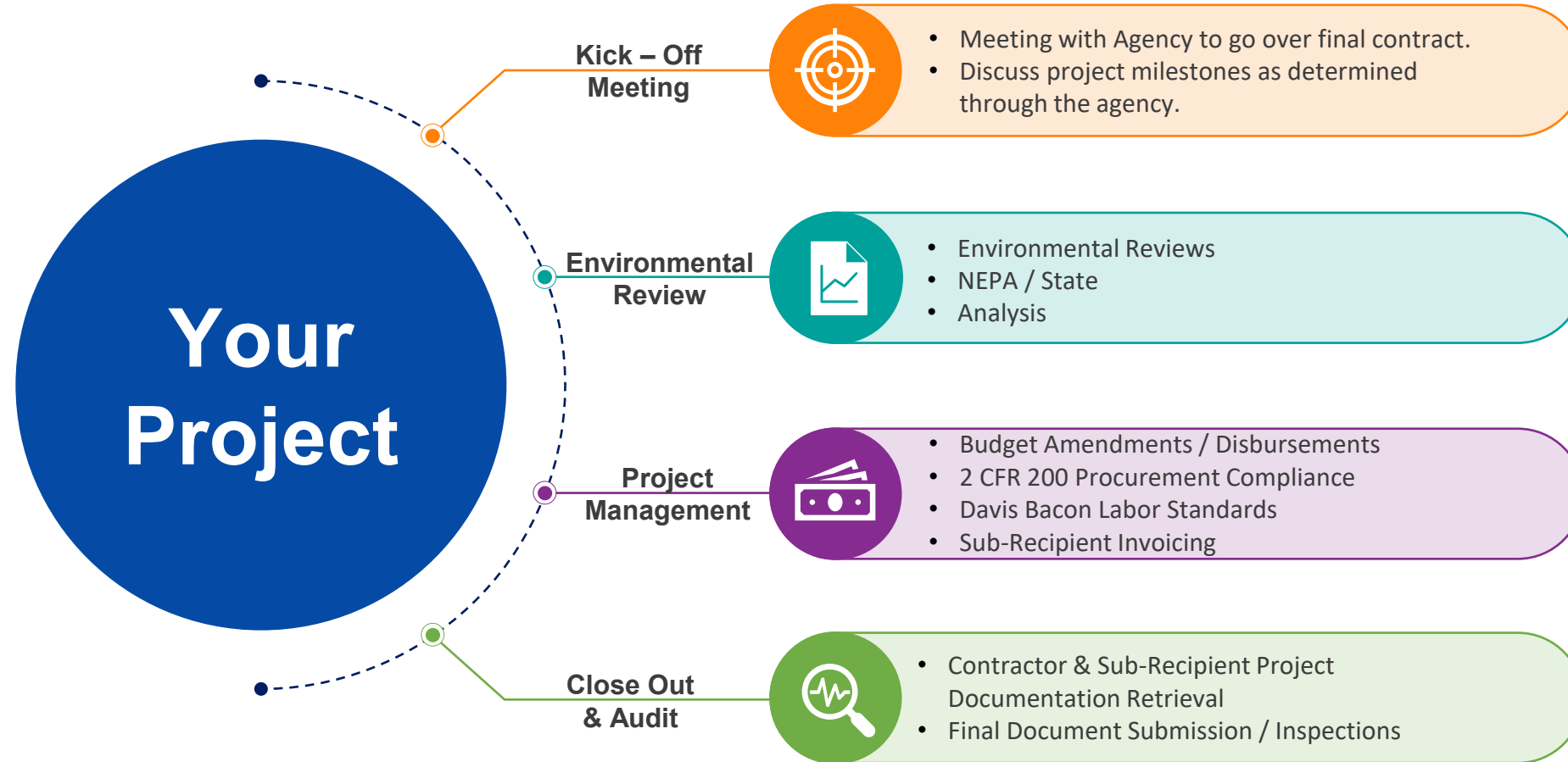
IMPLEMENTATION AND CLOSEOUT:



Key Activities:

- ◁ Execution of grant contract between grantee and funding agency.
- ◁ If vendors were procured for services formal contracts may be executed at this time.
- ◁ Schedule of activities to be completed in accordance with milestones may be determined at this time.
- ◁ Project management team planning is necessary to ensure project compliance is followed through the life of the grant.
- ◁ Financial documentation is followed through closeout and then monitored.

GRANT MANAGEMENT

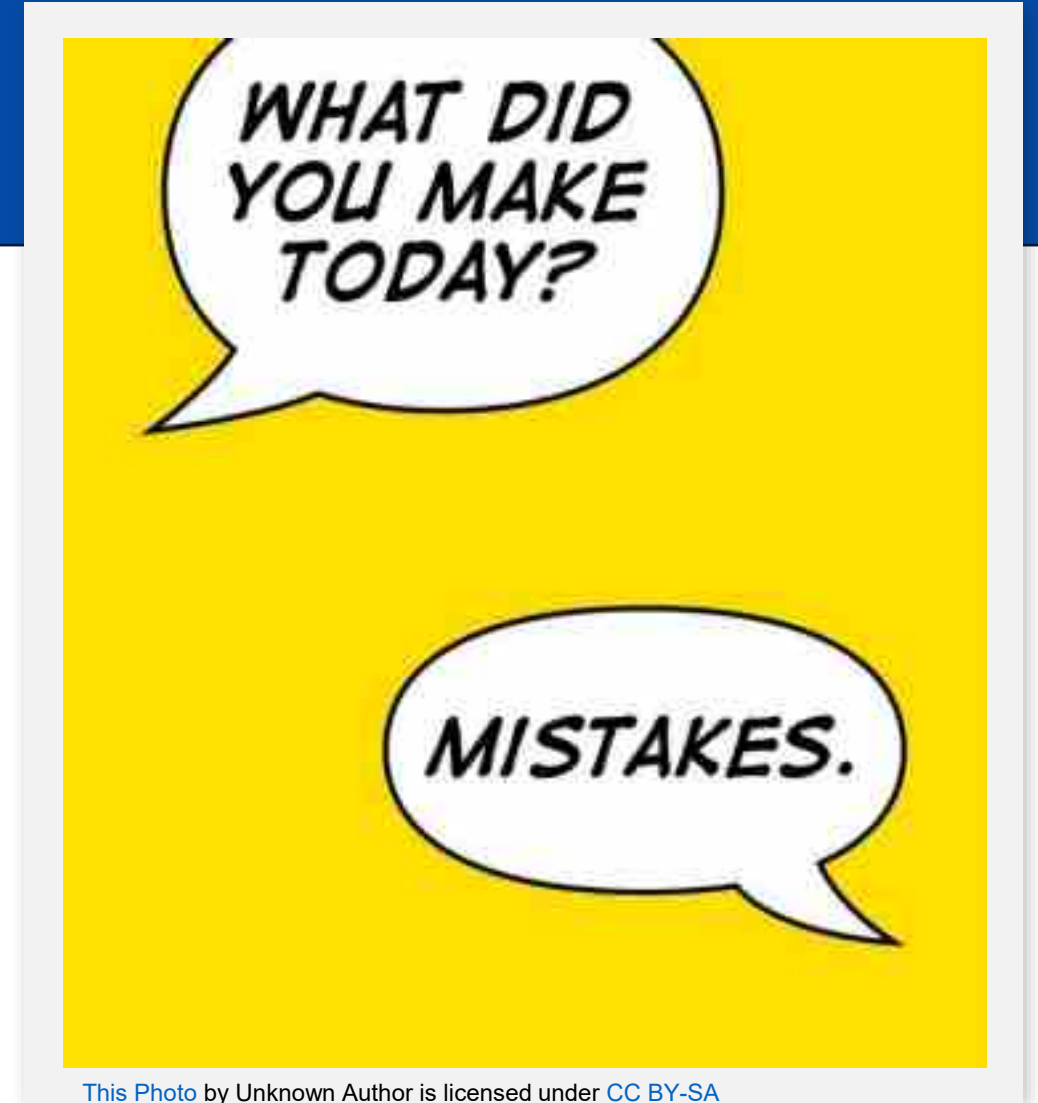


EXECUTION: COMPREHENSIVE PROJECT MANAGEMENT



Pitfalls of Grant Writing and Administration

1. To Self Manage.... Or Not. That is the question?
2. Procurement isn't a big deal!
3. Work before the environmental
4. Land Acquisition
5. Late audits
6. Scope changes



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State Agencies with Grant Programs



[Texas Department of Agriculture \(TDA\)](#)

The Texas Department of Agriculture (TDA) was established in 1907. The agency's key objectives are to promote production agriculture, consumer protection, economic development and healthy living. They oversee and administer many different agriculture grants, especially the Texas CDBG non-entitlement funds.



[Texas General Land Office \(GLO\)](#)

The Texas General Land Office's main role is to manage Texas's publicly owned lands, by negotiating and enforcing leases for the use of the land, and sometimes by making sales of public lands. They have grants that assist with disaster recovery and mitigation as well as veteran's assistance programs.



[Texas Department of Emergency Management \(TDEM\)](#)

The Texas Division of Emergency Management (TDEM) coordinates the state emergency management program, which is intended to ensure the state, and its local governments respond to and recover from emergencies and disasters and implement plans and programs to help prevent or lessen the impact of emergencies and disasters. TDEM implements programs to increase public awareness about threats and hazards, coordinates emergency planning, provides an extensive array of specialized training for emergency responders and local officials, and administers disaster recovery and hazard mitigation programs in the State of Texas.

State Agencies with Grant Programs



[Texas Commission on Environmental Quality \(TCEQ\)](#)

The Texas Commission on Environmental Quality is the environmental agency for the state. They protect our state's public health and natural resources consistent with sustainable economic development, to achieve clean air, clean water, and the safe management of waste. They offer state and federal funding opportunities to a variety of groups, individuals, and governmental entities to carry out programs supporting their mission.



[Texas Water Development Board \(TWDB\)](#)

The mission of the Texas Water Development Board (TWDB) is to lead the state's efforts in ensuring a secure water future for Texas. They serve these main responsibilities through various technical support and funding: Collecting and disseminating water-related data; assisting with regional water supply and flood planning that contributes to preparing the state water plan and state flood plan; and administering cost-effective financial programs for constructing water supply, wastewater treatment, flood control, and agricultural water conservation projects.



[Texas Parks and Wildlife Department \(TPWD\)](#)

The Texas Parks and Wildlife Department manages and conserves the natural and cultural resources of Texas and provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations. They use grant funds to support recreational, fishery, and wildlife activities in communities.

State Agencies with Grant Programs



[Texas Historical Commission \(THC\)](#)

The Texas Historical Commission (THC) is the state agency for historic preservation. To accomplish this, they offer various preservation grant programs and tax credit incentives.



[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

The Texas Department of Housing and Community Affairs is the state agency responsible for affordable housing, community and energy assistance programs, colonia activities, and regulation of the state's manufactured housing industry.



[Texas Historical Commission \(THC\)](#)

Texas A&M Forest Service provides statewide leadership and technical assistance to ensure trees, forests and related natural resources are sustained for the benefit of all. The agency supports the state's incident response capability, protecting against wildfire and responding to a range of all-hazard incidents.



[Texas Department of Transportation \(TxDOT\)](#)

The Texas Department of Transportation (TxDOT) is responsible for construction and maintenance of the state's immense state highway system and the support of the state's maritime, aviation, rail, and public transportation systems. TxDOT administers several state and federal grant programs designed to aid local governments meet their transportation needs and better serve their citizens.

State Agencies with Grant Programs



[Texas Health and Human Services \(TDSHS\)](#)

The Texas Department of State Health Services has been restructured to focus on public health. They promote and protect the health of people, and the communities where they live, learn, work, worship, and play through various services and grants.



[Texas Education Agency \(TEA\)](#)

The Texas Education Agency is responsible for managing all public schools in Texas and supports them through different grant programs for specialized activities. This is best used for school boards.



[Texas Commission on the Arts \(TCA\)](#)

The mission of the Texas Commission on the Arts (TCA) is to advance our state economically and culturally by investing in a creative Texas. TCA supports a richly varied and innovative arts community in Texas, throughout the nation and internationally by providing resources to enhance economic development, arts education, cultural tourism and artist sustainability initiatives.

Federal Agencies with Grant Programs



[U.S. Agency for International Development \(USAID\)](https://www.usaid.gov)

The Agency for International Development is an independent federal government agency that provides economic and humanitarian assistance in more than 100 countries to ensure a better future for us all. (<https://www.usaid.gov>)



AmeriCorps

[AmeriCorps \(AC\)](https://americorps.gov)

AmeriCorps is the federal agency connecting individuals and organizations through service and volunteering to tackle the nation's most pressing challenges. Learn more at <https://americorps.gov>.



[U.S. Department of Agriculture \(USDA\)](https://www.usda.gov)

Established in 1862, the Department of Agriculture serves all Americans through anti-hunger efforts, through stewardship of nearly 200 million acres of national forest and rangelands, and through product safety and conservation efforts. The USDA opens markets for American farmers and ranchers and provides food for needy people around the world. (<https://www.usda.gov>)



[U.S. Department of Commerce \(DOC\)](https://www.commerce.gov)

The Department of Commerce fosters and promotes the nation's economic development and technological advancement through vigilance in international trade policy, domestic business policy and growth, and promoting economic progress at all levels. (<https://www.commerce.gov>)

Federal Agencies with Grant Programs



[U.S. Department of Defense \(DOD\)](#)

The Department of Defense provides the military forces needed to deter war and protect the security of the United States through five major areas: peacekeeping and war-fighting efforts; Homeland Security; evacuation and humanitarian causes. (<http://www.dod.gov>)



[U.S. Department of Education \(ED\)](#)

The Department of Education ensures equal access to education and promotes educational excellence through coordination, management, and accountability in federal education programs. The Department works to supplement and complement educational efforts on all levels, encouraging increased involvement by the public, parents and students. (<https://www.ed.gov>)



[U.S. Department of Energy \(DOE\)](#)

The Department of Energy's goal is to advance national, economic, and energy security in the U.S.; to promote scientific and technological innovation in support of that goal; and to ensure environmental cleanup of the national nuclear weapons complex. (<http://www.energy.gov>)



[U.S. Department of Health and Human Services \(HHS\)](#)

The Department of Health and Human Services is the federal government's principal agency for protecting the health of all Americans and providing essential human services, especially to those who are least able to help themselves. (<https://www.hhs.gov>)

Federal Agencies with Grant Programs



U.S. Department of Homeland Security (DHS)

The Department of Homeland Security has three primary missions: Prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism and minimize the damage from potential attacks and natural disasters. (<https://www.dhs.gov>)



U.S. Department of Housing and Urban Development (HUD)

The Department of Housing and Urban Development's mission is to increase homeownership, support community development and increase access to affordable housing free from discrimination. HUD fulfills this mission through high ethical standards, management, and accountability, and by forming partnerships with community organizations. (<http://www.hud.gov>)



U.S. Department of the Interior (DOI)

The Department of the Interior protects and provides access to the nation's natural and cultural heritage, including responsibilities to Indian tribes and island communities. Departmental goals include resource protection and usage, overseeing recreational opportunities, serving communities, and excellence in management. (<https://www.doi.gov>)

Federal Agencies with Grant Programs



U.S. Department of Justice (DOJ)

The Department of Justice enforces the law and defends the interest of the United States, ensuring public safety against threats foreign and domestic; providing federal leadership in preventing and controlling crime; seeking just punishment for those guilty of unlawful pursuits; and ensuring fair and impartial administration of justice for all Americans. (<https://www.usdoj.gov>)



U.S. Department of Labor (DOL)

The Department of Labor fosters and promotes the welfare of job seekers, wage earners and retirees by improving their working conditions, advancing their opportunities, protecting their retirement and health benefits, and generally protecting worker rights and monitoring national economic measures. (<https://www.dol.gov>)



U.S. Department of State (DOS)

The Department of State strives to create a more secure, democratic and prosperous world for the benefit of the American people and the international community. (<https://www.state.gov>)

Federal Agencies with Grant Programs



U.S. Department of Transportation (DOT)

The Department of Transportation's mission is to ensure fast, safe, efficient, accessible, and convenient transportation that meets vital national interests and enhances the quality of life of the American people, today and into the future. (<https://www.dot.gov>)



U.S. Department of the Treasury (TREAS)

The Department of Treasury is a steward of United States economic and financial systems, promotes conditions for prosperity and stability in the U.S., and encourages prosperity and stability in the rest of the world. (<https://www.treasury.gov>)



U.S. Department of Veterans Affairs (VA)

The Department of Veterans Affairs strives for excellence in patient care and veterans' benefits for its constituents through high-quality, prompt, and seamless services United States veterans. (<https://www.va.gov>)



U.S. Small Business
Administration

Small Business Administration (SBA)

The Small Business Administration maintains and strengthens the nation's economy by aiding, counseling, assisting, and protecting the interests of small businesses, and by helping families and businesses recover from national disasters. (<https://www.sba.gov>)

Federal Agencies with Grant Programs



Environmental Protection Agency (EPA)

The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, the EPA has been working for a cleaner, healthier environment for the American people. (<https://www.epa.gov>)



Institute of Museum and Library Services (IMLS)

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The institute serves as a leader in providing services to enhance learning, sustain cultural heritage, and increase civic participation. (<https://www.imls.gov>)



National Aeronautics and Space Administration (NASA)

The National Aeronautics and Space Administration serves as the nation's forefront of such exploration and continues to pioneer in aeronautics, exploration systems, science, and space operations. (<https://www.nasa.gov>)



National Archives and Records Administration (NARA)

The National Archives and Records Administration enables people to inspect the record of what the federal government has done, enables officials and agencies to review their actions, and helps citizens hold them accountable. (<https://www.archives.gov>)

Federal Agencies with Grant Programs



National Endowment for the Arts (NEA)

The National Endowment for the Arts is a public agency dedicated to supporting excellence in the arts, bringing the arts to all Americans, and providing leadership in arts education. The Endowment is the largest national source of funds for the arts. (<http://www.nea.gov>)



National Endowment for the Humanities (NEH)

The National Endowment for the Humanities is an independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities. (<https://www.neh.gov>)



National Science Foundation (NSF)

The National Science Foundation is an independent federal agency created to promote the progress of science, to advance the national health, prosperity, and welfare, and to secure the national defense. The NSF annually funds approximately 20 percent of basic, federally supported college and university research. (<https://www.nsf.gov>)



Social Security Administration (SSA)

The Social Security Administration advances the economic security of the nation's people through compassionate and vigilant leadership in shaping and managing America's Social Security programs. (<https://www.ssa.gov>)