**UNPACKING THE GRANT APPLICATION**

**I. GRANT “FIT”**

1. Are you an eligible organization? (CF)
2. Does this funder fund what you are proposing? (CF)
   1. If not, who else will or
   2. what other part of your project might they fund
3. What is the “cost” going to be to you – from matching $, to changing the project to fit available funding, to compliance and reporting?
   1. Go through the reporting requirements with a highlighter
4. Does the grant timing work for your project?
   1. When would you receive funding, is it reimbursement or cash forward?
5. Are you hedging your bets? What is your backup plan?

**II. BUILDING GRANT PROJECT**

First Pass:

1. **Laundry list / tasking** what is everything you’ll need to do and who is doing it
2. **Identify time-sensitive pieces**: Board approval, concept finalized, matching dollars, final deadline, registering for grants.gov or other preliminary steps
3. **Make your Timeline -** Back out tasks from final deadline with sub-deadlines
4. **Can you still do it?**

Second Pass (if answer to #4 is “yes”):

1. Print instructions, application, forms. **Review with highlighter and pen**.
2. **Create final Task List and Timeline** that you will work from
3. **Budget your time & energy**
   1. Letters of support take lead time
   2. Threshold requirements can be demanding (i.e. matching funds)
   3. *Put more time into application aspects that earn the most points*
   4. *Does success for your project meet funder’s idea of success?*

**III. LET’S PRACTICE!**

1. Scan USDA RBDG FOR 5 minutes with highlighters
2. Let’s make a laundry list of all we found
3. What is our timeline? Due date, time sensitive pieces…
4. What steps will be challenging for your org? – forms, matching $, data, other red flags

- Print out copies of different grants to  
       - usda cf, buildings and services, ~~working lands~~, health and human services, northern borders, historic preservation, infrastructure, mascoma bank,   
  
- Print outline (below) of what we'll cover  
- bring supplies - pens, highlighters, paper, timeline grid  
  
- How good is the fit between what you want to do vs what this grant does for you? (are you stretching too little or too much?) MAX  
  
- BUILD APPLICATION TIMELINE and LISTS Project Management approach to setting up your application  
- ELEMENTS Start backwards - when is it due? what documentation is needed? board approval? submission process - online? paper?  
- SPOTTING PROBLEMS Read and re-read instructions  
- READINESS Can you produce an Executive Summary & Budget ASAP?  
- SPOTTING METRICS so it translates to implementation  
-SCORING - what really matters in this applications?  
  
- when do you call for help?! MAX