

H-GAC GRANT WORKSHOP 2015

GETTING THE MOST FROM YOUR GRANT

TODAYS AGENDA

- Your Grant and You!
 - How to approach your project
 - How do you develop your project
 - Who needs to “get on board”
 - Resources
- Write and Present the Grant
- After the Grant
 - You got it – now what?
 - What do you do to sustain it
- Tricks of the trade
- Organization is the key to a successful grant



THE APPROACH – AKA “WHY ARE YOU APPLYING?”

- Why do you want to do this project?
 - Positives
 - Negatives
- What does the project entail?
- Is it feasible?
- Did you choose the right type project?
 - HHW
 - Recycle
- Can you sustain/maintain the project?
- Commitment

You are now ready to
start the process!



THE DEVELOPMENT – AKA “HOW DO YOU GET STARTED?”

- ORGANIZE YOURSELF!
 - Keep a calendar and use it
 - Keep folders of any information you come across
 - Mark on your business cards, brochures, etc. who you spoke with and what it was regarding
- Find someone who knows the ropes
- Look at the “big picture”
- Define and set your goals
 - Timeline
 - Priorities
- Obtain quotes – in multiples
- Look at any previous data
- Make a plan and stick to it but be flexible.



WHO NEEDS TO GET ON BOARD – AKA “THE SUPPORT TEAM”

- Management
 - Advise them of all the costs – now and later
 - Keep them involved
 - Additional staff, upkeep costs, space, insurance, utilities, etc.
- Persons who will be working with you on the grant or the program
 - Purchasing
 - Advertising
 - Hands on workers



RESOURCES - AKA "THE CAVALRY"

- H-GAC
 - Ask questions if you are not sure how to complete application
 - They can point you in the right way to finding assistance
- Find a mentor
 - Do not try to reinvent the wheel
 - They are your best asset
 - Been there – Done that!
 - Give you a good guideline
- Vendor(s)
 - Build a great relationship with them
- TCEQ
 - Know if you need to complete paperwork for them



ARE YOU READY TO START WRITING?

- When you have the full support of your government
- When you know the financial backing will be there and the program will be sustained
- When you have looked at the BIG picture
- When you have quotes for what you are buying
- When you have checked off all of the boxes in your plan



WRITE AND PRESENT YOUR GRANT REQUEST

- Online process - Don't get frustrated
- Make sure you understand what it is asking you
- Ask questions
- Presenting the grant request
 - Keep the presentation within the time limits
 - Reiterate the positive effect it will have
 - Difference in "needs" and "wants"
 - Say what you want them to remember first
 - Use simple visuals
 - Make sure whoever presents knows EVERYTHING about the grant

YOU ARE AWARDED GRANT MONEY! WHAT NOW?

Your binder will expand

- Make a timeline and follow it
- Keep great records - keep a copy of everything
- Get all of your PO's as soon as possible and order as necessary
- You chose an event but the \$\$ may be running low:
 - Provide the equipment or see if it can be donated
 - Limit what you accept
 - Volunteers, trustees, community service workers for certain tasks

BEYOND THE GRANT – HOW DO I SUSTAIN IT?

Sustainability is the word – grant money can only go so far

- Keep great records and show how much the project is helping / keeping costs down / loved by the residents
- Facilities:
 - Find out if you can accept in-kind services (trash/landscape/etc.)
 - SEP Funds - donations – charge
 - Cut your trash costs
 - Limit, or change, what you accept
 - Creative packing methods (bulking)
- Events:
 - Provide the equipment or see if it can be donated
 - If the costs are becoming too high – limit what you accept
 - Volunteers, trustees, community service workers for certain tasks

GOOD INFORMATION



WHAT YOU NEED TO KNOW

- Your goals need to be realistic.
- Expect the unexpected
- It takes a lot of time
- There is a lot of paperwork
- There will be tears but in the end it is worth it.
- Don't expect too much too soon
- Don't be frustrated if there are changes to your project / quotes
- If it is an HHW event
 - know if you can accept donations or charge for the services
 - Conduct a survey
 - Once you start a program it is hard to stop
 - You cannot learn it all in a week, or a month, or a year.....

ORGANIZATION 101

- You have to be organized to make it work.
- Make folders (or a 3-ring binder) and keep everything you see and learn.
- Keep copies of everything.
- Don't ditch anything until you have received the grant and made decisions.



QUESTIONS



ASK FOR HELP!

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