# Is your organization ready for a grant consultant?

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## Checkmark graphic What to do before contacting a grant writer

Complete strategic or business plan along with an elevator speech

Decide if you want a list of eligible grants provided by the grant consultant

Determine if you want to pursue federal grants, private foundation grants, or both

Decide how grant projects will be shared with all stakeholders

Prepare a non-disclosure agreement, independent contractor agreement, and W-9

Determine your budget for paying a grant writer (monthly, yearly, etc.)

Make sure your e-grant information/registration is up to date

Review existing templates for use in grants

* Background/history
* Grant management capability narrative
* Needs assessment

Determine which shared workspace to use (i.e. Google Drive, OneDrive, Dropbox)

Establish 501c3 status, EIN, DUNS, NIMS

Establish a strong Governing Board supportive of both fundraising and grants

Document that effective services have been provided to target population

Decide if you need a grant writer to draft a Letter of Inquiry (LOI) and ask letter

Establish a three year track record

Understand that grant writers are not paid on commission or out of grant funds

Establish the scope of work needing funding

Realize that only 10% of grant applications are funded (should be about 20% of non-profit charitable income, not entire portfolio)

Establish expectations of grant writer (strong job description of duties)

Decide if you want to co-author grants, edit final drafts, or simply desire feedback

## Dollar sign graphic What a grant writer needs to create a quality application

Organizational charts (overall & specific department staffing receiving funding)

Financials (audits, past and present operating budgets)

Support from the financial department for the grant budget preparation

Fact sheet detailing grant/community partners and how you plan to use funding

One staff contact person dedicated to providing information in a timely manner

Letters of support/stories/testimonials (specific to grant being sought)

Weekly contact (in person or conference calls) until grant is completed

Academic results or organizational research data

Background/history

Grant management capability narrative

Previously submitted grant applications

Needs assessment or district/school improvement plan

Sustainability plan after grant funding ends

Target population demographics

Evaluation, outcomes, performance measures

Logic models for programs if available