# 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