

10 Tips to Ensure Successful GRANTS



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1. Conduct a needs & risk assessment

- By involving others in this needs/risk assessment discussion, you will gain their buy-in and choose the best-possible items/projects.
- People:
- Process:
- Date(s):

Our Needs/Risk Assessment Planning process:

People:	
Process:	
Date(s):	

2. Outline your project priorities

- As a result of our **needs/risk assessment** process, we need grant help to fund:

Item/Project;	\$ Amount;	Date Grant \$ Needed By;

3. Identify the best funding source for each project

- **For example:**
- *Funding for Personnel & Volunteer Incentives* - Staffing for Adequate Fire and Emergency Response (SAFER) grant

... identify best funding source for each project

- *Examples...*
- *Funding for Equipment & Apparatus* - Assistance to Firefighters (AFG) grant
- *Funding for Smoke Alarms & Fire Safety Programs* - Fire Protection and Safety (FP&S) grant

... Summarize your best funding source/grant

Our Item or Project	Our Grant Funding Source

If you need assistance identifying a grant funding source for your project, give me a call and we can brainstorm: Michelle@ResourceSolutionsNow.com

4. Locate and review the grant announcement(s)

- Get last year's grant announcement and review it; also, look at the funding award list.
- - Do they typically fund fire departments?
- - How much money do they give for a specific project, i.e. PPEs?

...Review the grant announcement

- Look for a list of "ineligible" grant expenditures... most funders provide one.

...Review the grant announcement

- _____ *Yes, I found a grant similar to what we need.*
- _____ *No, they do not fund projects like this (move on to a different funder, do not waste your time if your project is not a good fit, because funders typically get hundreds or thousands of applications).*
- _____

5. See if the grant funders timeline works for you

- Often it can take up to a year from time of application until you have permission to spend the grant funds.

Anticipated Grant Deadline:	
Anticipate Date applicants are notified of funding decision:	
Anticipated Date when funding will be available to fire department to spend:	

6. Identify a Team to help prepare Grant Application

- Involve others in your organization in the grant preparation process.
 - helps to gain buy-in
 - helps to build an understanding of how challenging it is to write grants.

Identify your team members...

Help Needed:	Team Member Name:
Collecting and summarizing data:	
Inputting data into computer application:	
Gathering prices from suppliers/manufacturers:	
Writing grant narratives:	
Reading and providing feedback on grant application package, prior to submittal:	

7. Think & Brainstorm, Before You Start Writing

- Find someone to "brainstorm" ideas with – several minds working on a proposal will help fine tune it for the highest fundability.

...Consider these 3 questions

- Our biggest operational threats related to the item we are requesting are?
- Our situation is unique (different from other FD) because?
- What measurable difference will this grant make to your FD?

8. Start early in writing your grant narrative

- Plan to have your grant narrative 75% completed before the grant deadline is announced.
- Call volume goes up as the deadline gets close!

Start early...

- *Action: Go online and print out the application if it is available.*
- *If it is not out yet, print a copy of last year's application.*
- *Free WORD grant template of the narrative questions that you will need to answer for AFG. (Email me for a copy Michelle@ResourceSolutionsNow.com)*

9. Determine Exactly How Much Money You Need

- Solicit 3 price quotes. Call suppliers or go online and compare three companies.
- Be sure and print out and retain all pricing and contact information.
- Include sales tax and delivery costs.

How much money do you need...

	Price	Supplier & Address
#1		
#2		
#3		

10. Keep your eye on the money/reporting requirements

- Determine your procedure for accepting money.
- Designate someone to be responsible for all grant reporting

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Let me know of your grant writing successes!
