

**TO: Executive Committee**

**DATE: 12/04/06**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Grants – How To**

**PROPOSED MOTION(S): Presentation**

**DISCUSSION: During the November 2006 Executive Committee meeting, a request was made to have staff present on the grant application process. The attached PowerPoint briefing is submitted.**

**ATTACHMENT(S):  
Grant Application Process**

# Grant Application Process

Presented to the Merced County  
Workforce Investment Board  
Executive Committee

December 4, 2006

## Grant Announcement

### ■ Considerations

1. Time Frame – can we get it done?
2. Amount – is it worth our while?
3. Scope – does it fit the business we are in and where do we focus?
4. Requirements – is it too restrictive?
5. Staffing – do we have the expertise?
6. Partners – how many? Who?

## Decision to Apply

- Immediate action for grant writing team
- 1. Grant applicant chosen – who is in charge?
  - Lead Person locally
  - Lead Person for each county
- 2. Parameters set
  - How many to be served?
  - How to serve?
- 3. Information requests made to fiscal/program analysts.
- 4. Information requests made to partners.
- 5. Work assignments clarified. – Who will write what.
- 6. Timelines established.

## Let The Writing Begin

1. Collection of the parts
  - a. Have analysts given writers what they need?  
(locally and from other counties)
2. Read, Re-read
  - a. Have we answered the grant (responded to grant guidelines)
  - b. Is tone/style relatively similar?
  - c. Correct grammar/punctuation?



# Budgets

## Budgets

1. Logical/realistic
2. Mathematically correct
3. Formatted to meet grant application requirements.
4. Negotiate how the dollars will be allocated to each county/Workforce Investment Area



# Proofing

## Proofing for:

1. Format
2. Number of copies
3. Independent read for answering all requirements
4. English
5. Mathematics
6. Completeness



## Submit

1. By due date
2. Proper format
  - # of hard copies
  - C.D.
  - Online
3. BOS approval for Executive Director to sign.



## WIB - BOS

### WIB

- Action or Information papers to the WIB and/or appropriate committee.

### BOS

- Notification Board Agenda Item that the grant is being applied for.
- If awarded, notification paper of award.

## Received the Grant

### Implementing

- Select grant manager
- Develop management tools/plan
- Train staff
- Implement
- Reporting

