

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

