Grant Researching & Proposal Writing in Indian Country Workshop

Agenda | Monday, December 3, 2012

	Royal Palm 1	Royal Palm 3	Majestic Palm C	Majestic Palm A&B (Lab)
8:00am - 9:00am	**Breakfast (Royal Palm 2)**			
9:00am - 10:30am	Using Grants for Tribal Economic Development **Jason Lambert** (Eastern Band of Cherokee Indians) Jason Lambert Consulting	Art of Reciprocity: Part I **Carly Hare** (Pawnee/Yankton Sioux) Native Americans in Philanthropy	Is Your Organization Ready for Grant Writing? (12 Hours) **Ted Moore Jr.** (Otoe-Missouria Tribe) Independent Consultant	Grants Writing 101 (6 Hours) **Wanda Belgarde** (Turtle Mountain Band of Chippewa) Dane Consulting and Technical Assistance
10:45am - 12:15pm	From the Eyes of a Reviewer **Jason Lambert** (Eastern Band of Cherokee Indians) Jason Lambert Consulting	Art of Reciprocity: Part II **Carly Hare** (Pawnee/Yankton Sioux) Native Americans in Philanthropy		
12:15pm - 1:45pm	**Lunch (Royal Palm 2)**			
1:45pm - 3:15pm	Strategic Planning for Grants (3 Hours) **Jason Lambert** (Eastern Band of Cherokee Indians) Jason Lambert Consulting	Introduction to Grant Evaluation 101 (3 Hours) **Nicole Bowman** (Mohican/Lunaape) Bowman Performance Consulting **Kara Skarlupka** Bowman Performance Consulting	(Continued)	(Continued)
3:30pm - 5:00pm				

Grant Researching & Proposal Writing in Indian Country Workshop

Agenda | Tuesday, December 4, 2012

	Royal Palm 1	Royal Palm 3	Majestic Palm C	Majestic Palm A&B (Lab)
8:00am - 9:00am	**Breakfast (Royal Palm 2)**			
9:00am - 10:30am	**Strengthening Your Federal Grant Application** **Jason Lambert** (Eastern Band of Cherokee Indians) Jason Lambert Consulting	**Philanthropic Landscape** (3 Hours) **Carly Hare** (Pawnee/Yankton Sioux) Native Americans in Philanthropy	**Is Your Organization Ready for Grant Writing?** (12 Hours Continued) **Ted Moore Jr.** (Otoe-Missouria Tribe) Independent Consultant	**Organizational Grant Writing** (12 Hours) **Wanda Belgarde** (Turtle Mountain Band of Chippewa) Dane Consulting and Technical Assistance
10:45am - 12:15pm	**Searching for Information on Grants and Funders** **Vince Franco** Seminole Tribe of Florida Native Learning Center Grants Compliance Manager			
12:15pm - 1:45pm	**Lunch (Royal Palm 2)**			
1:45pm - 3:15pm	**Grant Writing: Not Just a Technical Skill** (3 Hours) **David Cournoyer** (Rosebud Sioux Tribe) Plain Depth Consulting	**Financial Management** (3 Hours) **Angela Sharpe** ASharpe Consulting	(Continued)	(Continued)
3:30pm - 5:00pm				

Grant Researching & Proposal Writing in Indian Country Workshop

Agenda | Wednesday, December 5, 2012

	Royal Palm 1	Royal Palm 3	Majestic Palm C	Majestic Palm A&B (Lab)
8:00am - 9:00am	**Breakfast (Royal Palm 2)**			
9:00am - 10:30am	Communicating to Funders: Moving from Need to Opportunity (3 Hours)\n\nDavid Cournoyer (Rosebud Sioux Tribe) Plain Depth Consulting	Grants Management: What Do I Do Now? (3 Hours)\n\nAngela Sharpe ASharpe Consulting	Understanding the Indian Housing Block Grant (IHBG) Formula (6 Hours)\n\nMindi D'Angelo FirstPic, Inc.\n\nDr. Peggy Cuciti University of Colorado, Denver	Organizational Grant Writing (12 Hours Continued)\n\nWanda Belgarde (Turtle Mountain Band of Chippewa) Dane Consulting and Technical Assistance
10:45am - 12:15pm				
12:15pm - 1:45pm	**Lunch (Royal Palm 2)**			
1:45pm - 3:15pm	Effectively Telling Your Story in Grant Writing (3 Hours)\n\nDavid Cournoyer (Rosebud Sioux Tribe) Plain Depth Consulting	It's All About the Money (3 Hours)\n\nVanessa Vance (Wichita and Affiliated Tribes) Independent Consultant	(Continued)	(Continued)
3:30pm - 5:00pm				

Art of Reciprocity: Part I
(1 ½ hours – Interactive Lecture)

Carly Hare
(Pawnee/Yankton Sioux)
Native Americans in Philanthropy

Overview of a philanthropic, fundraising curriculum that honors culture, promotes purpose, encourages inter-generational, and inter-tribal participation and embraces the universal elements that connect all of life. This session includes overview and take home tools.

Art of Reciprocity: Part II
(1 ½ hours – Interactive Lecture)

Carly Hare
(Pawnee/Yankton Sioux)
Native Americans in Philanthropy

This continuation of the overview includes individual an organizational toolbox(s) for building capacity in the areas of fundraising and philanthropy. This session builds on previous session and provides more tools.

Communicating to Funders: Moving from Need to Opportunity
(3 hours – Interactive Lecture)

David Cournoyer
(Rosebud Sioux Tribe)
Independent Consultant

Native American communities have plenty of experience in identifying needs but less experience in positioning their programs for strategic opportunities where investors can see how they can make a difference in the plan. This is partly about moving from a deficit- to an asset-based approach. But it's also about addressing, way up front, other "readiness" factors – organizational and project leadership, community buy-in, alignment of partners, and leveraging of available assets – that will lead to project success. Too often, proposals and plans focus on monetary resources rather than other elements. The grant money will go a lot further if the right environment exists for the work. This takes a lot more effort than just writing a grant, and proposal reviewers can quickly see the shortcomings when they read the narrative. Without more substance and readiness, the proposal's words become just a smokescreen. We will use successful proposals as examples.

Effectively Telling Your Story in Grant Writing
(3 hours – Interactive Lecture)

David Cournoyer
(Rosebud Sioux Tribe)
Independent Consultant

Stories capture the essence of the impact we're making. Stories engage, educate, and persuade through both personal anecdotes and other data. In communicating to funders, we are looking forward to new opportunities, but also to describing past impact and effectiveness. This is a matter of weaving together stories, evaluation, and other data. The stories also must be relevant to the funder's world view, knowledge, and understanding. Too many organizations use one-size-fits-all stories for every funder rather than using different frames – personal, program, community-level, and sector – that can appeal to different funders. This session gets people thinking both about how they talk about their own work and about their target funders.

Financial Management
(3 hours – Interactive Lecture)

Angela Sharpe
ASharpe Consulting

Federal grantees must comply with a host of management requirements based on federal laws, regulations, circulars, and administrative manuals. Agencies such as the GAO (Government Accountability Office) and OMB (Office of Management and Budget) are just a few that impose requirements. 1) Grants Management Roles and Responsibilities; Grantees accepting federal grants must comply with terms, conditions, and regulations included with the award and in doing so accepts full legal responsibility for the program and for meeting agency requirements. Who is responsible is the question that will be answered, as well as how to meet that responsibility. 2) Develops and maintains Grant Accounting System; this discussion provides an overview of the requirements for grant accounting and financial reporting as established by OMB, GAO, and other various agencies. Understanding of cost principles applied to grants and how to determine the allowable and allocated costs to grants. What are total costs, direct costs, and indirect costs, allowable and unallowable costs? The basic features that should be incorporated into a grant accounting system, including internal controls, data processing, and reporting will be explained.

From the Eyes of a Reviewer
(1 ½ hours – Interactive Lecture)

Jason Lambert
(Eastern Band of Cherokee Indians)
Jason Lambert Consulting

As government funded grant programs face the hardships of today's economy, their funding levels are likely to decrease. This leads to grant competitions becoming more

competitive and grantees can no longer afford to leave any points on the table. Grant writers bear the responsibility to obtain the highest score for their applications. The best means to maximize your application's scoring is to see it from the eyes of an experience reviewer. Most federal grant programs utilize some type of peer review. Through this course, participants will find what these reviewers look for when scoring applications. Topics of emphasis will include the requirements of the funding announcement, the goal of the grantor, the strategy of the grantee, and the capacity of the grantee. Helpful hints will be given as funding announcements and successful applicants are reviewed for examples. Upon completion of the course, participants will emerge more prepared for their next grant competition.

Grants Writing 101
(6 hours – Interactive Computer Lab)

Wanda Belgarde
(Turtle Mountain Band of Chippewa Indians)
Dane Consulting and Technical Assistance

This session will concentrate on the basics of grant writing. Topics include: Mission and goals, significance, types, searching for grants, timelines, misconception, collaboration, do's and don'ts of grant writing, and parts of the proposal.

Grant Writing: Not Just a Technical Skill
(3 hours – Interactive Lecture)

David Cournoyer
(Rosebud Sioux Tribe)
Independent Consultant

Effective grant writers do more than just write. They understand effective programming, have a birds-eye view of the organization, and know where to find good data and personal anecdotes. What does it take to tie

things together? This interactive session will explore participants' own strategies in building relationships and staying current on internal and external trends. A major trend involves funding only of evidence-based practice, when such evidence does not generally exist relative to Indian populations. Similarly, there are growing expectations for data capacity, research, and analysis in public and privately funded programs. We will use real case study examples to guide the interactive discussion.

Grants Management: What Do I Do Now?
(3 hours – Interactive Lecture)

Angela Sharpe
ASharpe Consulting

Grant applicants can be so distracted with their efforts of getting the funding that there may have little thought regarding the responsibilities of receiving and administering the grant funds once awarded. Regulatory requirements will be discussed based on type of grants (i.e. federal, state, local, construction.) A Grantee needs strong organization-wide policies and procedures, governance, oversight, segregation of duties, and a plan of action for violations to be in compliance with grantor requirements. Grant Administration: Questions to be answered. What are the sources used and grant requirements? What are administrative requirements based on funding source? What are the tracking, deliverable, and reporting requirements? What are the budgeting requirements and disallowed costs? Is bonding or insurance required? What are payment procedures and methods? What is the evaluation plan? What are grantee administrative actions that require prior approvals?

Introduction to Grant Evaluation 101
(3 hours – Interactive Lecture)

Nicole Bowman
(Mohican/Lunaape)
Bowman Performance Consulting

Kara Skarlupka
Bowman Performance Consulting

This "hands-on" introductory class will focus on how to write an award winning evaluation plan and grant proposal, so you have the most competitive and compelling application to win your grant award. The class will teach basic definitions, frameworks, and strategies for evaluation and data collection in a concrete and non-jargon manner, so participants leave with a strong understanding about evaluation. Course activities are tailored to include participant questions, case studies, small group work, and real-world examples to maximize content alignment to learner needs. This class will help participants understand the step-by-step process to design and carry out high quality, uncomplicated evaluations that produce data the client and funder can use. Many free resources and templates will be provided to participants.

Is Your Organization Ready for Grant Writing
(12 hours – Interactive Lecture)

Ted Moore, Jr.
(Otoe-Missouria Tribe)
Independent Consultant

The goal of the course is to cover the basic grant writing components to assist organizations in planning and preparing effective grant proposals. The following will be covered through the course: types of proposals, categories of support, tips for writing proposals, developing the proposal idea, developing relationships with funders,

developing a letter of inquiry, and developing the major components of a proposal such as a need statement, the goals and objectives, developing the methods, preparing the evaluation component, developing sustainability strategies, and preparing the program budget. Other areas to be covered are the organization background component, the proposal summary, putting the proposal package together, and sustaining relationships with funders.

Source: Winning Grants: Step by Step, Third Edition, Mim Carlson and Tori O'Neal-McElrath

It's All About the Money
(3 hours – Interactive Lecture)

Vanessa Vance
(Wichita and Affiliated Tribes)
Independent Consultant

This course is designed to discuss in depth the financial aspects of grant development. It will cover how to determine whether or not to apply for a grant based on the information provided in the notice and once a decision is made how to develop your budget. Key topics include: Matching Fund Requirements; Matching and Leveraging—they are not the same; Third Party Donations/In-kind; Computing Indirect Costs; Consultations and Contracts; and Developing a Realistic Budget. A well-written budget will include all proposed activities. This session will include tips on making your budget tell the story.

Organizational Grant Writing
(12 hours – Interactive Computer Lab)

Wanda Belgarde
(Turtle Mountain Band of Chippewa Indians)
Dane Consulting and Technical Assistance

Participants will have basic knowledge of grant writing. The course will begin with an overview of basic grant writing. Participants will design and write a draft of a grant that pertains to their specific organization. Participants will utilize their specific demographic, perception, program, and academic data to write their grant.

Philanthropic Landscape
(3 hours – Interactive Lecture)

Carly Hare
(Pawnee/Yankton Sioux)
Native Americans in Philanthropy

This session will highlight the rich history that Native peoples have in sharing their wealth and caring for their communities through reciprocity flourishing from traditional practices through establishment of contemporary foundations in Indian Country with new wealth. The session will also highlight the important role that the mainstream philanthropy sector plays in sustainable Native communities. This session will include data and examples of tribal giving programs and native foundations, as well as review funding from mainstream foundations.

Searching for Information on Grants and Funders
(1 ½ hours – Interactive Lecture)

Vince Franco
Seminole Tribe of Florida, Native Learning Center
Grants Compliance Manager

Finding grant opportunities and information about possible funders is a time consuming effort and an ongoing project for any grant seeker. This session will feature, explore, and actually navigate through Grants. gov and the Foundation Center, which are two of the best online resources for almost anything related to grants and funding.

Grants.Gov is the official government site for information on federal grants and funding. Managed by the U. S. Department of Health and Human Services, the site offers a database of more than 1,000 grant programs administered by 26 federal grant making agencies, searchable by agency, category, eligibility, or CFDA number. Participants will learn how to register their organization, find opportunities, download and apply for a grant, and track an application.

The Foundation Center maintains a unique database of information on nearly 100,000 foundations, corporate donors, and grant making public charities and organizations in the United States. Participants will learn about various types of funders, how to find opportunities, how to review IRS 990 corporate tax forms for funding history and other data, how to send a letter of inquiry, and how to download and apply for a grant.

Participants in this session will also learn about the Grant Cycle, including the fundamental steps of Evaluating Your Idea and Planning and Assessment.

Course Descriptions | December 3 - 5, 2012

Strategic Planning for Grants
(3 hours – Interactive Lecture)

Jason Lambert
(Eastern Band of Cherokee Indians)
Jason Lambert Consulting

Grants are proposals from applicants to the funding organization and must be composed with components of a strategic plan. Writers must be able to clearly and concisely articulate what they plan to do, how they will accomplish it, and why it is necessary. To help attendees gain these skills, this course provides in-depth instruction and hands on experience on applying strategic planning principles to grant applications. Goals, objectives, and activities will be discussed in light of the vision, mission, and values of the organization. Specifically, participants will gain an insight into identifying these critical components, how they are related, and how to maximize them in the application. Upon completion of the session, the attendees will be more efficient and productive at grant writing.

Strengthening Your Federal Grant Application
(1 ½ hours – Interactive Lecture)

Jason Lambert
(Eastern Band of Cherokee Indians)
Jason Lambert Consulting

Tribal governments find themselves in a unique situation with federal grants often restricting competition or establishing set-asides for tribes. Historically, a great source of revenue for tribes, grants are becoming more competitive and selective. Learn how to strengthen your tribe's grant applications to make them more competitive and enhance your likelihood for funding. The course will look at the skills, strategy, and organization needed to succeed with grants.

Using Grants for Tribal Economic Development
(1 ½ hours – Interactive Lecture)

Jason Lambert
(Eastern Band of Cherokee Indians)
Jason Lambert Consulting

Tribes differ greatly in their approach to economic development, based upon their needs, resources, and goals. The federal government provides several grant opportunities for tribes to further their economic development. These resources may provide financial resources for both planning and implementation. Specific opportunities for tribes will be discussed in detail and guidance offered on how to best obtain these funds. Grants to be discussed in detail include EDA, USDA, ANA, HUD, and DOE as well as the importance of a Comprehensive Economic Development Strategy.

Understanding Indian Housing Block Grant (IHBG)
(6 hours – Interactive Lecture)

Mindi D'Angelo
FirstPic, Inc.

Dr. Peggy Cuciti
University of Colorado, Denver

This course is focused on an understanding of the Indian Housing Block Grant (IHBG). Participants will learn what is considered as eligible as FCAS under the formula as well as how to report changes on the grant forms (Formula Response Forms). They will also learn how "need" is calculated and receive a detailed explanation of how Formula Area, Tribal Enrollment, Census Data, BIA data, and IHS data impact a Tribe's grant amount. The course will also cover how to report changes to 'need' on the Formula Response Form and/or mount a Census challenge.