

SO YOU WANT TO APPLY FOR A GRANT?



Introduction To Grants Workshop

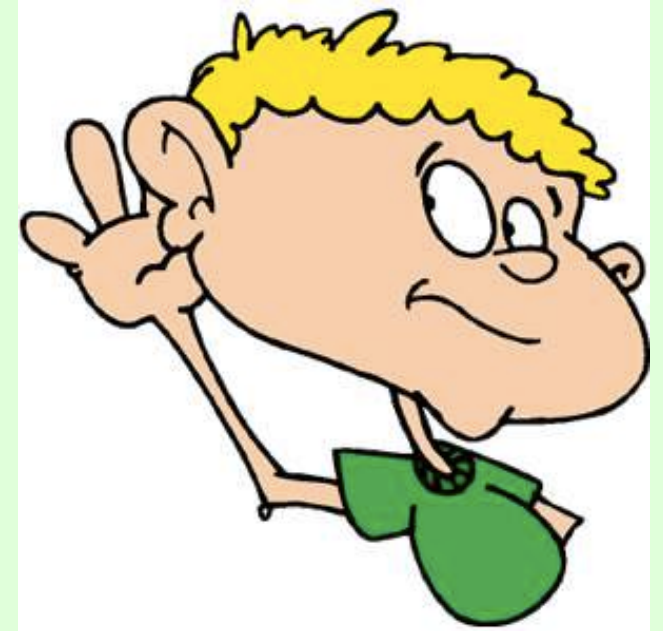
EL DORADO COUNTY FIRE SAFE COUNCIL

March 17, 2021

What We Will Cover

Topics:

- What is a Grant
- Possible Grant Sources
- Terminology
- Steps in Preparing a Grant Application
- So Now You Got the Grant



What is a Grant?

Money given by one party to another that does not need to be repaid.

- Not a loan,
- Not a donation either



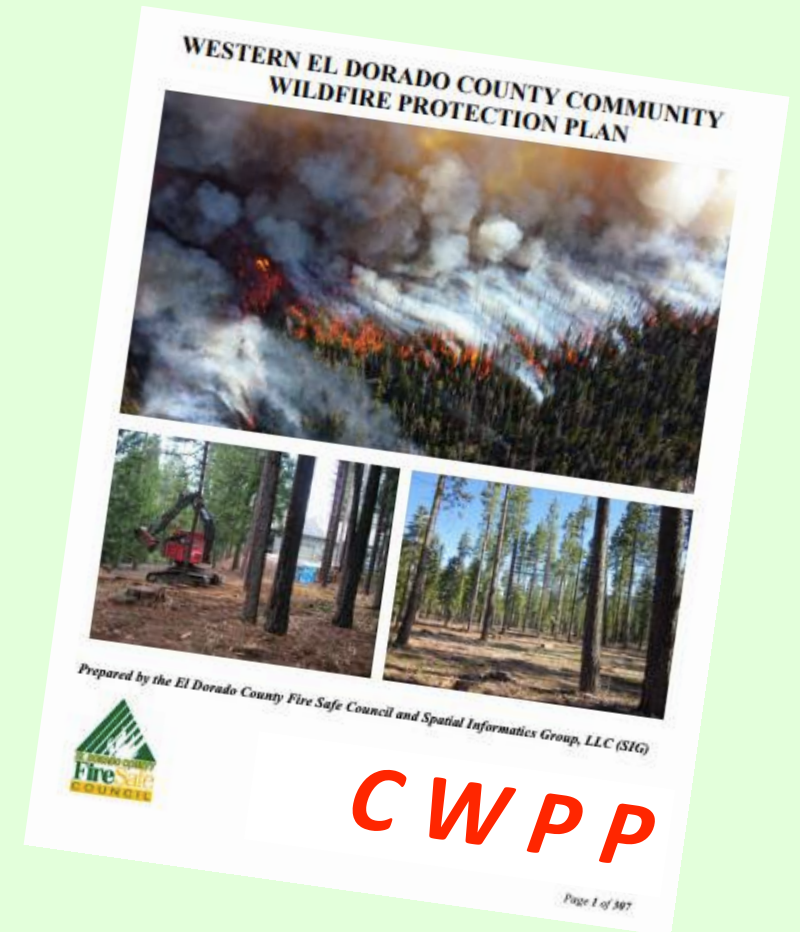
What is a Grant?

- Typically given BY a government agency or philanthropic organization to fund specific projects
- Typically awarded TO a nonprofit entity, educational institution, a business or an individual.
- Usually has “strings attached”, such as matching funds or in-kind work required, only used for specific purposes, etc.



Step One - Know Your Need

- ☑ Find out what your FSC Needs
 - ☑ Roadside Vegetation Treatment
 - ☑ Fuel Breaks
 - ☑ Education and Public Notices
 - ☑ Signs
- ☑ Also, consider is the Project timely
- ☑ Don't just "Chase the Dollars"
- ☑ Your CWPP can be Your Guide



Step 2 - Identify Potential Grant Sources

- Look for Grants that are Appropriate to your Needs



- Be Creative
- Look to web-searches and websites
 - i.e., [grants.gov](https://www.grants.gov), [cafiresafecouncil.org](https://www.cafiresafecouncil.org), [grantwatch.com](https://www.grantwatch.com)

Step 2 - Identify Potential Grant Sources

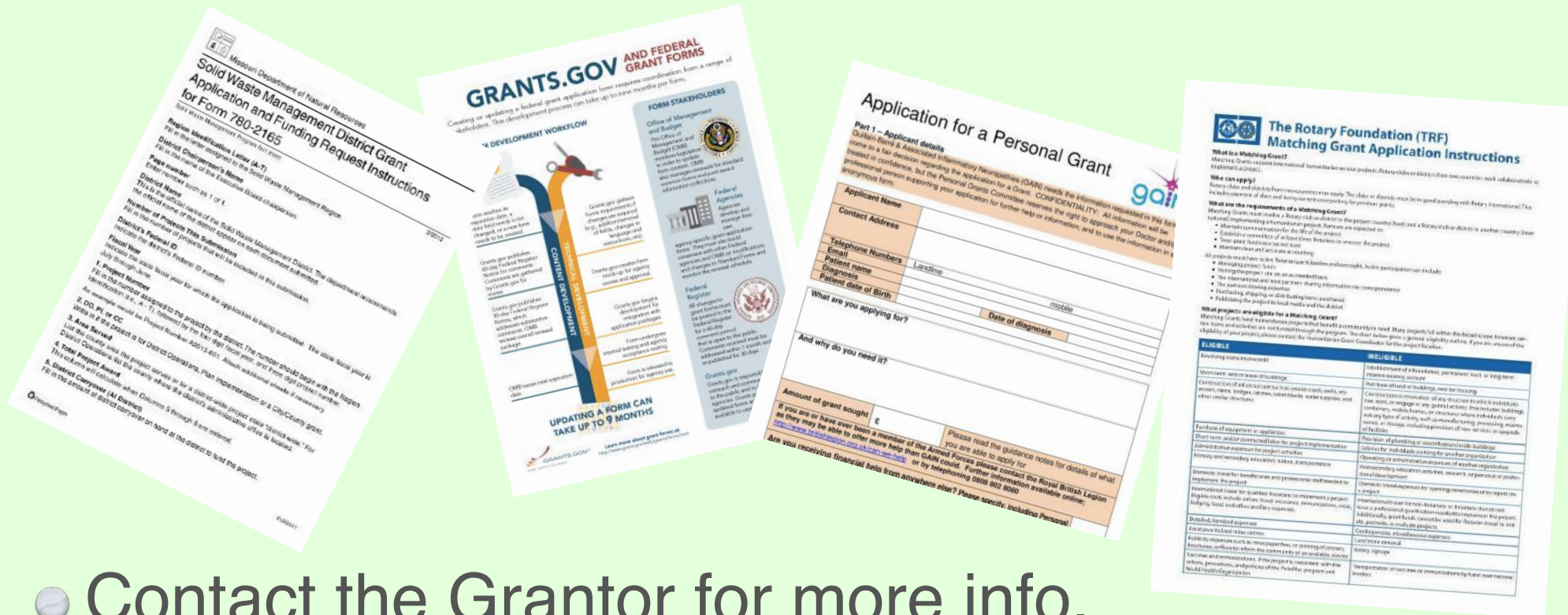
- ✱ **CalFire RFP**; May 19, usually in the Fall - *offer training*
- ✱ **CA FSC**; May - June, may be others - serves as a clearinghouse for Forest Service, BLM and other sources. *Online application and some training*
- ✱ **Local sources**; El Dorado Community Foundation, businesses within your FSC
- ✱ Local, Regional and National **Philanthropic or Business Sources**; NFPA, NFF, PG&E, State Farm, Rose Foundation, etc.

Let's Look at Some Terms

- Grant
- Grantor
- Grantee
- RFP, RFA, NOFA
- Application
- Evaluation/Selection
- Criteria -
 - Look for these, they are critical!
- Matching Funds
- In-Kind Match
- Award
- Reimbursable
- Close Out
- Partners - know the difference between contributors and supporters

Step 3 - Start the Process

- Review the Instructions, Rules, Requirements - read them very carefully and completely



- Contact the Grantor for more info.

Step 3 - Start the Process

✓ Things to look for:

✓ Who is **Eligible**?

Your FSC is not likely a non-profit, so need
fiscal sponsor

- * Submit Request for Approval to Proceed from EDCFSC
- * Or, work with partners that are eligible (local government, fire district, etc.)

Step 3 - Start the Process

✓ Things to look for:

✓ What **Types of Projects** are Eligible?

(Check What's Not Eligible?)

✓ **Matching** Funds or In-Kind Work Required

✓ **Dollar Limits** on Applications

✓ Evaluation or Selection **Criteria**

✓ Application **Form or Format** (online, narrative, page limits, documentation needed)

✓ Is **CEQA** or **NEPA** needed?

A Little About CEQA and NEPA

- * These are environmental analyses and documents for “ground disturbing” projects.
- * CEQA is for projects on Private, State or County Lands (or on Federal lands with State funds).
- * NEPA is for projects on Federal Lands or using Federal Funds.
- * Decisions are made by Government agencies (not FSC or property owner).
- * Don't let this frighten you - there are good info sources.

Step 4 - Develop your Grant Application

This will vary, depending on the grant application format and requirements.



Step 4 - Develop your Grant Application

I like to start with developing a description of the project:

- ◆ Itemize the elements (fuel break, signs, etc.)
- ◆ Describe the outcomes/products - be specific (acres, miles, number of homes, etc.)
- ◆ Develop an Initial Cost Estimate (to make sure you are in the grant limits and to highlight where you need more info)
- ◆ Don't forget Grant Admin and Management costs as well as Indirect Costs

Step 4 - Develop your Grant Application

- Line up your Partners and other FSC that you will collaborate with,
- Start working on Right of Entry permission
- Be Careful not to Toss in Unrelated or Unsupported Work or Items



Step 4 - Develop your Grant Application (Continued)

- ➔ Begin the Grant Proposal Narrative - a description of what you will do, what the funds will be used for, who will be involved, what the timeline will be, etc.
- ➔ Think of the **5 W's** -

Who, What, When, Where, Why

Step 4 - Develop your Grant Application (Continued)

- * Make sure to provide all the info needed to **meet all the requirements** of the grant instructions,
- * Did you incorporate all of the **Evaluation Criteria**?
- * Be **typo-free** and **grammatically correct** - don't just type directly into an online application.
- * Check for formatting requirements (font size, page limits, etc.) and be sure to follow the instructions ***exactly***.

Step 4 - Develop your Grant Application (More)

- Develop and include any documents required or that support your application:
 - Maps, photos, treatment prescriptions, etc.,
 - Budget, displaying grant request vs match,
 - Letters of Support and Letters of Commitment (remember that thing called Partners?),
 - Fiscal Sponsor Letter



Step 5 - Submit Your Application



- Be sure to re-read all the requirements again and check that you are on time, and meet any other requirements (submit PDF, size limits, etc.),
- Check to see you've included all of the attachments required,
- It is best to have someone review your package,
- Be sure to save a complete copy for yourself,
- Track your Application to be sure it has made it in.

So You Got the Grant - Now the Work REALLY Begins!!

- Management and Implementation of Grants
- Contracts, Purchases, Receipts
- Right of Entry from Residents/Landowners
- Record-keeping is essential
- Grant Reporting and Billing
- Publicity
- Grant Close-Out



QUESTIONS?

And Good Luck!