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, cafiresafecouncil.org, 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!