United South and Eastern Tribes presents

Grant Writing and Grant Management Workshop

Sovereign Territory of the Miccosukee Tribe of Indians of Florida

Miccosukee Resort and Gaming
500 SW 177th Ave, Miami, FL 33194

February 11-13, 2020

Objectives

- Develop skills to write a successful grant application.
- Learn how to outline goals, objectives, and specify evaluation plans.
- Apply the seven core competencies of grants management.

Who should attend?

Tribal Nation staff working in areas such as Education, Health, Emergency Services, Housing, Natural Resources, Social Services, Transportation, Tribal Administration, and Tribal Justice. USET will provide up to two (2) stipends to each USET member Tribal Nation.

Questions?

Contact Destiny at dsmith@usetinc.org or 615-467-1693.
Dear Health Directors,

USET would like to invite your Tribal Nation staff to attend the **Grant Writing and Grant Management Workshop**. This 3-day workshop will be facilitated by the Falmouth Institute and filled with informative hands-on activities to learn how to write a winning grant proposal. This training will also provide the project grant manager with tools to build skills and develop knowledge needed for successful implementation of grant programs. Please review the attached training summary for a detailed course outline and agenda.

This workshop is scheduled to take place at the **Miccosukee Resort and Gaming** on **February 11-13, 2020**. Travel stipends are available for up to two attendees per USET Tribal Partner. Please let us know if you intend on requesting the stipend on the registration site: [https://uset.wufoo.com/forms/mlx7v1r1h5cn9c/](https://uset.wufoo.com/forms/mlx7v1r1h5cn9c/) by February 3, 2020.

**Important Logistical Information:**
- Hotel: Miccosukee Resort and Gaming, 500 SW 117th Ave, Miami, FL 33194
  - Rate: $159/per night
  - Reservations can be made by calling (877) 242-6464 or online at [https://mrg.miccosukee.com/](https://mrg.miccosukee.com/). Please refer to code: USET2020

Questions? Please contact Destiny Smith at [dsmith@usetinc.org](mailto:dsmith@usetinc.org) or (615) 467-1693.

Thank you!

Respectfully,

**Tevia Alfter**

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*Because there is Strength in Unity*
United South and Eastern Tribes, Inc.
in Partnership with Falmouth Institute

Presents the

GRANT WRITING and GRANT MANAGEMENT WORKSHOP

Date: February 11-13, 2020
Location: Miccosukee Resort and Gaming
500 SW 117th Ave, Miami, FL 33194

DAY ONE

8:30 AM to 10:15 AM -- Introductions, Overview, Getting Started

• Overview and Course Objectives
• Introductions: Name, Role, Background, Grant role at your organization
• Grant Writing Orientation – slides 11 -- 27
• Types of Grant Funding (Fed, State, Foundation) - why do these entities use granting?
• How can you tell if your organization is “grant ready”?
• Know (or establish) your Tribal Grants Process (review and discuss Roles, Responsibilities, and Flow Chart of tribal grants submission and management system)
• Who is on your grant team?

10:30 AM to Noon -- Finding and Getting Familiar with Grant Opportunities

• Grants.gov Source Search
• Other sources: (email notifications, Federal Register, Foundation Directory, Program Officer Notification, Review of Federal/State agency websites, etc.)
• Parts of the RFP: Brainstorm/List what is included
• Main thing to know about RFP: READ EVERY WORD. THEN READ IT AGAIN!
• Analyzing a Funding Announcement -- [Use a currently open RFP]
• Grants.gov “Workspace” function overview
• Why not to apply?

1:00PM to 2:30 PM -- Designing/Planning Your Project

• Discuss: What potential grant-funded project would most benefit your community?
• How do project ideas get advanced/developed in your organization?
• How can project ideas be structured to be competitive for funding?
• Logic Model Development Group Exercise for potential site project
• Review Logic Model Sample (ELI)

2:45 PM to 4:00 PM -- Components of a proposal
• Slide 44 – 68 discuss each component, share tips and examples
  o Abstract
  o Narrative
    ▪ Need
    ▪ Goals/Objectives
    ▪ Agency Capacity
    ▪ Approach
    ▪ Work Plan/Timeline
    ▪ Evaluation
    ▪ Sustainability
• Discuss Letters of Intent or Pre-proposals
• Getting letters of support; letters of commitment

DAY TWO

8:30 AM to 10:15 AM -- Evaluation and Budget Basics
• Evaluation -- Process and Outcome Measures – supplemental slides
• Budget Basics– slides 69 - 82
• Group Exercise: Planning a project budget
• Budget narrative discussion and examples
• Allowable costs: Reasonable, Necessary, Allocable
• Cost sharing: Cash Match, In-Kind,

10:30 to Noon – Writing to Persuade
• How grant writing differs from other kinds of writing
• Supplemental Slides and Samples on writing to persuade
  o Clear
  o Concise
  o Convincing
• Making your proposal stand out
• Writing SMART Goals and Objectives

GRANT MANAGEMENT SECTION

1:00 PM to 2:30 PM – Grant Project Management Introduction
  • Types of Grant Awards
  • Review of Award Document Case Example
  • Grants vs. Cooperative Agreements vs. Contracting
  • Special Grant Conditions
  • How awards are accepted & processed at your T/TO
  • Assigning Roles to Meet Award Requirements

2:30 PM to 4:00 PM - Launching the Project and Monitoring Progress
  • Getting Started – From Plan to Action Steps
• Achieving and Sustaining Momentum
• Monitoring to Stay on Track
• Monitoring to Ensure Compliance
• Logic Models, Gannt Charts, Work Plans
• Managing Risk

**DAY 3**

**8:30 AM to 10 AM -- Managing Project Budgets**

- What is your approved budget? Can it be formatted to fit your accounting system??
- Allowable costs: Necessary, Reasonable, Allocable
- Project-specific funding codes
- Cuff Accounts
- Exercise: Setting Up A Simple Cuff Account In Excel

**10:15 AM to Noon -- Purchasing and Procurement**

- Relating Purchases to Approved Budget
- Authorizing Purchases
- Exercise: Should This Purchase Be Allowed??
- Necessary, Reasonable, Allocable
- Procurement Guidelines

**1:00 PM to 2:30 PM - Project Data, Records, and Reporting**

- What data do you need to assess progress?
- Preparing and submitting progress reports
- Typical format for progress reports
- Preparing and submitting financial reports
- What records are important to maintain?
- Data-driven project management

**2:45 PM to 4:00 PM – Extensions, Adjustments, Close-Out**

- Course Correction: Adjusting the Plan
- Budget Revisions
- No-cost Project Extensions
- Close-out Requirements
- Sustainability Strategies
- Grant Project Record Retention

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