



Reporting and Monitoring

Increasing organizations' capacity to manage federal grant(s)



The federal funding process continues well after the proposal has been submitted to the federal funding agency. Managing a federal grant is a daunting task that requires preparation. In this training session, an Illinois ResourceNet technical assistance provider will help build an organization's capacity to manage one or several federal grants successfully.

The goal of this training session is to provide an overview of the federal funding process starting with planning for an anticipated grant opportunity and ending with the development and implementation of a post-award monitoring and reporting system. The session covers topics, such as negotiation, federal requirements, program implementation, audit resolution, risk assessments, cost analysis, project evaluation, and financial management.

Highlights from the workshop include:

- Learning about the program logic model and examples of logic models for planning and implementation
- Access to valuable documents, such as a grants monitoring template and an accounting policies and procedures manual, that will help facilitate the grant writing process and proposal implementation
- Approaches for training new staff in their program and administrative responsibilities

UIC's Neighborhoods Initiative and the University of Illinois-Extension are working together on this project to reach communities across the State of Illinois. Illinois ResourceNet is supported by a grant from Grand Victoria Foundation.

Illinois ResourceNet: A Funding Access Initiative

Training & Education Session Descriptions



Enrich your organization's knowledge base with access to training and educational resources available through Illinois ResourceNet. We have designed our courses to deliver information in a variety of formats including online facilitated courses and face-to-face workshops. Visit our Web site for even more resources at www.illinoisresource.net.

Online Grant Writing Course:



Getting Federal Grants

An online course on reading, understanding and writing federal grant proposals



GETTING FEDERAL GRANTS: *An online course on reading, understanding and writing federal grant proposals.*

Illinois ResourceNet: *A Funding Access Initiative* strives to deliver information and resources made possible by technological advancements, such as the reproduction of face-to-face lectures, workshops and trainings on an online platform. Connectivity allows Illinois ResourceNet's technical assistance providers to reach-out to federal grant seekers throughout the State of Illinois, and provide guidance through a 6-week online course. Illinois ResourceNet works to strengthen the capacity of organizations and in doing so positively impact the communities that they serve through technical assistance, specialized workshops, and resource and organizational development trainings.

The Learn on Demand Federal Grant Writing online course is open for enrollment to individuals preparing to search for a federal proposal or currently working on writing a proposal.

The course is based on collaborative learning and group participation. Each unit is individually assessed, but successive units build on previous information. Relevant readings will be provided and discussions will revolve around questions from the readings and critiques of grant components.

Course Goals:

The goal of this course is to prepare the learner to write successful grant proposals tailored to the specifications outlined in a given federal RFP.

After completing this course, learners will be able to:

- Clearly comprehend the concepts included in a federal Request for Proposals (RFP).

Illinois ResourceNet's session will teach grant seekers best practices for:

- Searching for funding opportunities and using important key words
- Successful online registration
- Determining eligibility for grant opportunities
- Preparing documents necessary for online submission
- Equipping computer system for compatibility with Grants.gov site



ILLINOIS
resourcenet
A FUNDING ACCESS INITIATIVE

Illinois ResourceNet

412 South Peoria Street
Chicago, Illinois 60607

www.illinoisresource.net
info@illinoisresource.net
(312) 413-4301



- Prepare the narrative portion of a grant proposal, including: problem statement, goals, objectives and outcomes, methods and design, timeline, and plan for sustainability.
- Produce a Logic Model.
- Prepare a basic program/project budget and budget narrative to accompany the proposal narrative.
- Construct a basic evaluation component for a proposed project or program.
- Identify and/or prepare supplementary materials required for the proposal.
- Compare proposal to point criteria established in RFP.

Requirements:

- Complete the online course orientation during Week I.
- Read the instructor's lesson introductions, assigned articles from the Web, and visit Web sites that elaborate on the concepts discussed in class.
- Answer weekly discussion questions related to grant writing.
- Actively participate in course discussions concerning the varied subject matters.
- Write weekly assignments as noted and posted on the course Web site.

Face-to-face Workshops:

Building Federal Budgets
Simplifying the complicated budget section



Writing a federal proposal is a multi-step process with every tier requiring an equal level of intense consideration. The federal budget piece is probably the most detailed and specific item on the federal proposal to-do list. Illinois ResourceNet's face-to-face workshop will tackle the topic of federal budgets and help attendees sort through this daunting section of the federal proposal. In addition, this session describes the principles used in developing a budget narrative.

Illinois ResourceNet's instructor will explain the importance of managing your organization's finances to improve your success in applying for a federal grant.

Highlights from the federal budget process workshop include:

- The differences between indirect and direct cost rates.
- Allowable expenditures
- Matching and cost sharing and accounting compliance requirements.

Attendees will walk away knowing how to plan and monitor financial activity, while establishing a solid line of communication between program staff and budgeting staff. This course helps to prepare organizations to manage the detailed federal budget section of their proposals.

The Basics: Federal Grant Writing
A step-by-step walk through the path to successful grant development



Illinois ResourceNet's instructor provides first-time federal grant-seekers with a detailed explanation of the steps leading to the drafting and submission of competitive federal grants. The instructor caters to nonprofit organizations and local units of government looking to access the skills necessary to become an informed grantee aiming to apply for available federal opportunities for the first time.

The instructor also provides participants with essential tips for writing federal grant proposals including how to use the request for proposal announcement as a guide, for building an outline, and writing a complete grant. Participants will also learn how to articulate the flow of their program operations through logic models and how to write the evaluation section.

The presentation provides an overview covering topics from pre-grant writing preparation and assessing readiness to submitting a completed grant proposal.

Highlights from the federal funding grant process workshop include:

- Learning how to target workforce efforts and understand where to find valuable sources of information.
- Telling your organization's story and developing a brand.
- Transitioning from a working outline to a "live" submission.

Gaining an Edge through Collaboration

IRN can work with a community to build a one-year or two-year federal grant strategy aimed at acquiring grant support for projects they know they want to implement.



"Gaining an Edge through Collaboration" guides participants through the process of partnership development and completion of tasks in a group setting.

More now than ever, collaboration is necessary in nonprofit organizations of all types. In Illinois, there are growing numbers of "collaboratives," intentional partnerships where organizations are joining forces to address a range of societal issues. Collaboratives run the gamut from informal networks to formal entities, which combine the efforts and expertise of various organizations to supply communities with the diverse services needed to function more effectively and efficiently.

Illinois ResourceNet's instructor introduces nonprofit organizations to the principles of collaboration, the nature and type of partnerships and what it takes to work together in a sustainable manner. Collaboratives play a vital role in Illinois ResourceNet's commitment to building capacity in the nonprofit sector in Illinois to facilitate stronger federal grant development and submissions.

Collaboratives can provide a multi-layered approach to applying for grants and empowering communities. Participating in a community or regional collaborative is an alternative method for smaller nonprofits or municipalities to acquire federal funds for project development. A competitive grantee can work with several partners to fulfill the requirements outlined by a specific request for proposal. Coordinating the activities of a group can be a complex responsibility that necessitates effective and efficient management to be able to complete the mandatory requirements delineated in a particular federal grant opportunity.