

## Let's Talk About Grants: Timelines from Start to Finish Transcript

- Slide 1: Welcome to Part 6 of the webinar series Let's Talk About Grants: Timelines from Start to Finish from the Erie County Office of Health Equity. This series of videos is intended to be an introduction to grants and grant writing, covering the basics.
- Slide 2: In Part 1, we talked about grants and funders. In Part 2, we discussed eligibility and finding the right funding opportunity. In Part 3, we talked about grant applications and their component parts. In Part 4, we discussed what to include in a grant proposal. In Part 5, we covered common elements of a grant budget. In Part 6, we'll take a look at what a grant timeline might look like from start to finish.
- Slide 3: Grants typically have two periods of work: applying for grants and implementing a funded grant. Here is an outline of the grant application process. This typically starts with a funder asking for applications, or an applicant finding a funder that accepts unsolicited grant proposals. Some grant funders will request that applicants write a letter of intent or inquiry before completing a full application for a posted grant opportunity. If this is a required step, it will be clearly stated in the RFA or call for applications. Some government funders will request but not require an LOI-- this is to help them estimate how many people are interested and plan to submit a full application. The first stage for an unsolicited grant proposal is typically to write a letter of inquiry to let the funder know you are interested, and then wait to see if they invite you to submit a full proposal. The next step, gathering information, is important for ALL grants. As much as possible, you want to base your grant proposal in data and evidence about the needs of your community. This data should include statistics whenever possible. In the resources section we will discuss some resources to help find and use data in your grant applications. Gathering information also means thinking about what your project will do and how, setting reasonable goals and deliverables, and estimating what the costs will be. It may also involve finding partner organizations. Once you've gathered all your information, it's time to draft your application and submit it by the deadline. If possible, get confirmation that your application was submitted by the deadline. If submitting by email, ask for a confirmation it has been received. If submitting through a web form, take a screen shot of the confirmation that your application was submitted. Then, wait to hear from the funder about whether your application was successful or not.
- Slide 4: It's also helpful to have an idea of a timeline for the implementation of a funded grant, especially as you plan out a project. A grant starts with notification from the funder that your project has been funded. Typically, this will come in the form of an award letter. The next step is to work with a representative from the funder to finalize your budget and sign the contract. Read your contract carefully, and use this opportunity to ask any questions you have. The funder may also have you fill out a work plan or another method of setting and agreeing to specific grant deliverables. The grant period will begin once your contract is signed and no earlier than the date set by the funder. The most common length is one year, but grant periods can be

shorter or longer. During the grant period, you'll complete the project deliverables and activities that you agreed to, including evaluation. You will also complete any required reporting, which may be monthly, quarterly, or annual, and submit vouchers and receipts to be reimbursed for grant expenses covered in the budget. Once the grant period ends, you will most likely be required to submit a final report. Funders typically allow grant reports and vouchers to be submitted up to 30 days after the grant period ends (sometimes longer). If your grants includes multiple grant periods (for example, a 5-year grant made up of 5 one-year cycles), you may have the opportunity to apply for continued funding. It is possible that this process will begin before the previous grant period ends.

Slide 5: The Let's Talk About Grants video series is meant to be an introductory overview of grants. Each of your organizations is unique and each grant opportunity is different. The Erie County Office of Health Equity provides free, personalized grant technical assistance for community organizations and groups serving minority, marginalized, and underserved communities in Erie County. We can help with finding grants that are a good fit for your organization and applying for grants including planning and editing. We can provide free templates for grant documents including letters of commitment and support and workplans, and examples of grant documents like budgets and budget narratives. We can also assist with grant reporting and with data and evaluation with the help of our epidemiology team. Scan the QR code or use the contact information on this slide to get in touch with our office.

Slide 6: Thank you for watching Part 6 of the webinar series Let's Talk About Grants: Timelines from Start to Finish, a production of the Erie County Office of Health Equity. To download a PDF copy of the slides from this video with clickable links or a video transcript, visit [erie.gov/grantsupport](http://erie.gov/grantsupport). Parts 1-5 and 7 of the Let's Talk About Grants video series cover: Grants & funders, Eligibility & finding the right grant, Parts of an application, What to include in a grant proposal, Budget basics, and Resources. To watch another video in the series or for more information, visit [erie.gov/healthequity](http://erie.gov/healthequity).