



# ARIZONA STATE PARKS & TRAILS

## Secrets to a Successful Grant



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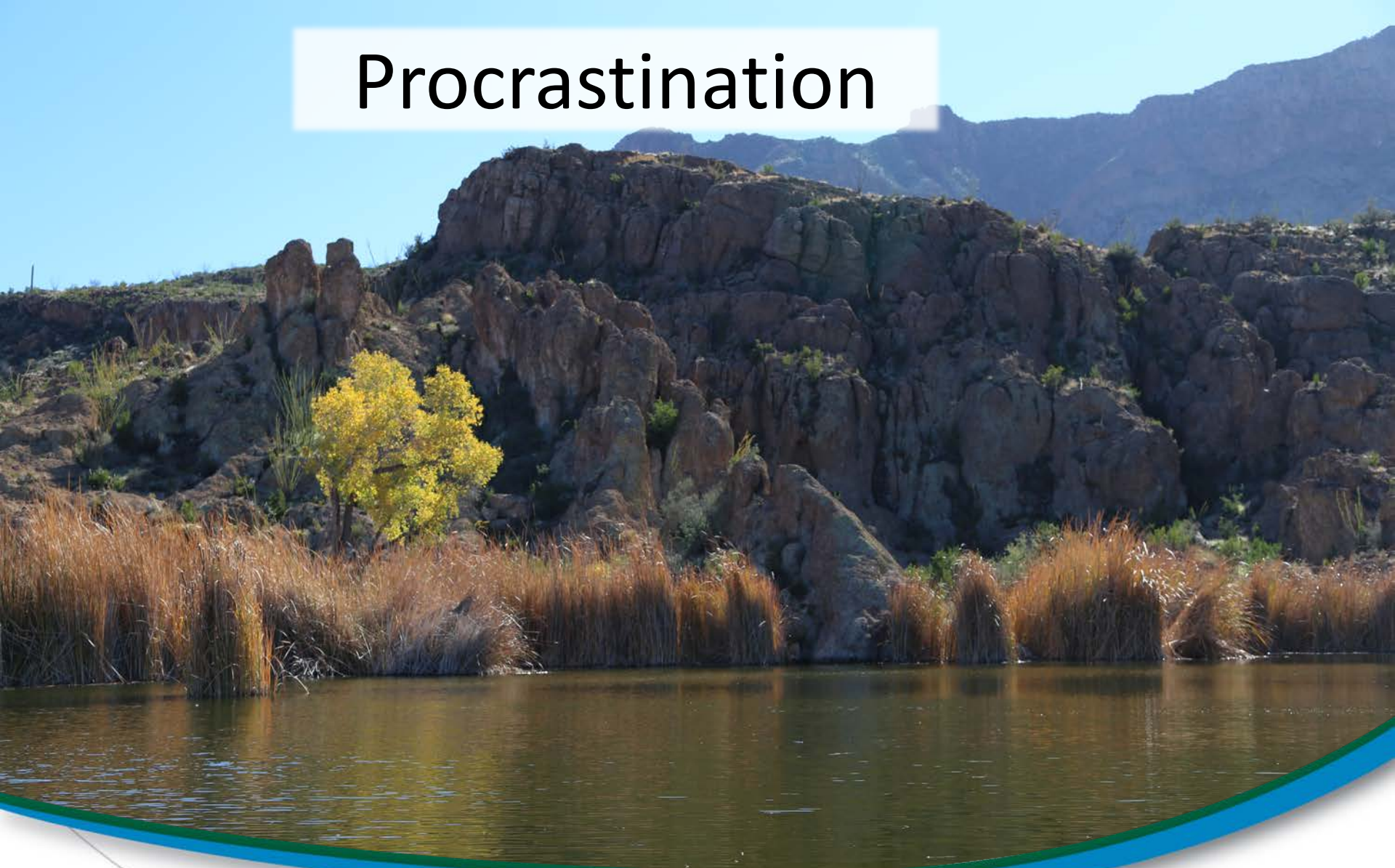
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# Do's and Don'ts of a Successful Grant Application



# Procrastination



# Contact Grantee



# Research

## Internal

- Agency Support
- Plan to Implement
- Part of Agency Mission

## External

- Research Foundation/Grantor
- Grantor Mission
- Past Grant Awards
- Look at Application



# Workshop



## Attend

- Learn details of process
- Can ask specific questions on your project



# Narrative






- Describe:
  - Who you are
  - What you do
  - Why you need grant
  - How are you going to implement grant
  - Make sure your requests in narrative match in all areas of the application



# Budget



- 
- Accurate estimates for contractors and suppliers
    - Make sure it is complete
    - Is it a reimbursement Grant
    - Secure funding for expenses
    - Timeline for reimbursements
    - Match requirements
  - Generally 10% leeway is allowed on expenses

# Scoring

- Know scoring criteria
- Find out if this is the only criterial for award
- Work with grantor to maximize your score



# Support

- Board of Directors
- Public meetings
- Social media
- Press releases
- Resolution
- Letters
- Different user groups
- Local and state officials
- Do not have same template for all support letters



# Small Review Team

## Internal review team

- 3-5 people
- Be critical during review
- Ask grantor if they are willing to review prior to submission



# Review Panels

- Meet with review panel if possible
- Know review process
- Attend public meeting during review



# Shovel Ready

- Determine timeline for award
- Ask for draft project agreement prior to award
- Set up Board meeting for grant approval
- Keep to your timelines





# Implementation

- Plan for spending funds
- Volunteers lined up
- Staff lined up
- Procurement documents ready

# Alternate

Always have alternate to manage grant



# Required Reporting

- Adhere to all required reporting
- Know record retention schedule
- Schedule progress reports
- Follow required procurement standards

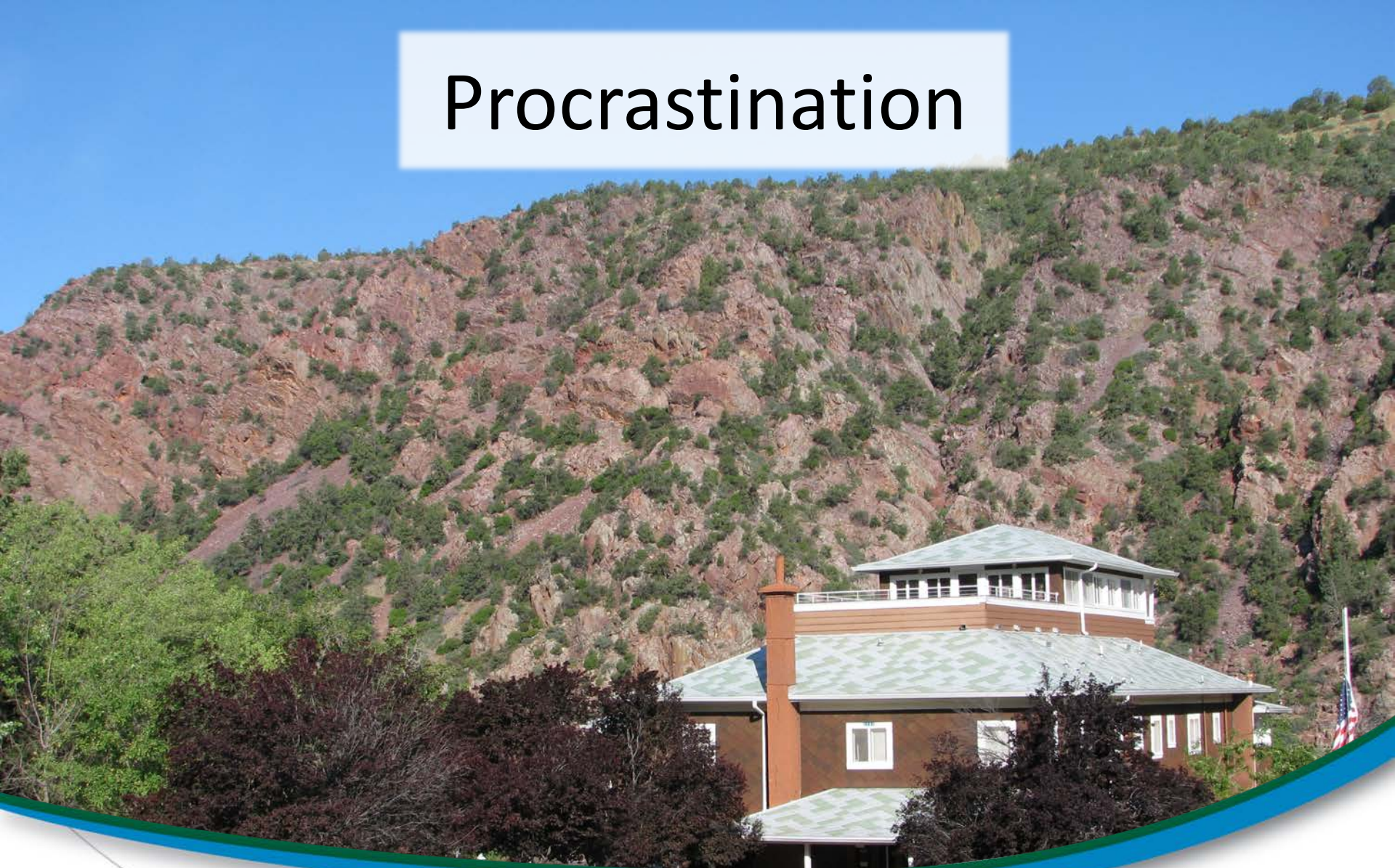


# Close-out

- Certified close-out letter
- Schedule some sort of ceremony
- Invite local and state officials
- Invite media
- Invite grantor
- Recognize grantor with signage



# Procrastination



# THANK YOU!

