



GRANTS 101: A BEGINNER'S GUIDE TO **FINDING FUNDING** AND GOING AFTER IT

KATE HARTKE
DIRECTOR, GRANTS DEVELOPMENT & EXTERNAL FUNDS
CITY OF SOMERVILLE

TOPICS

- Grant life-cycle & award stages
- Assessing viability & fit
- Best practices for proposal development
- Case studies on Somerville grants
- Post-award responsibilities
- Grant resources for municipalities

BIG-PICTURE PRINCIPLES



**Replicate
what you can**



**Embrace
creativity**

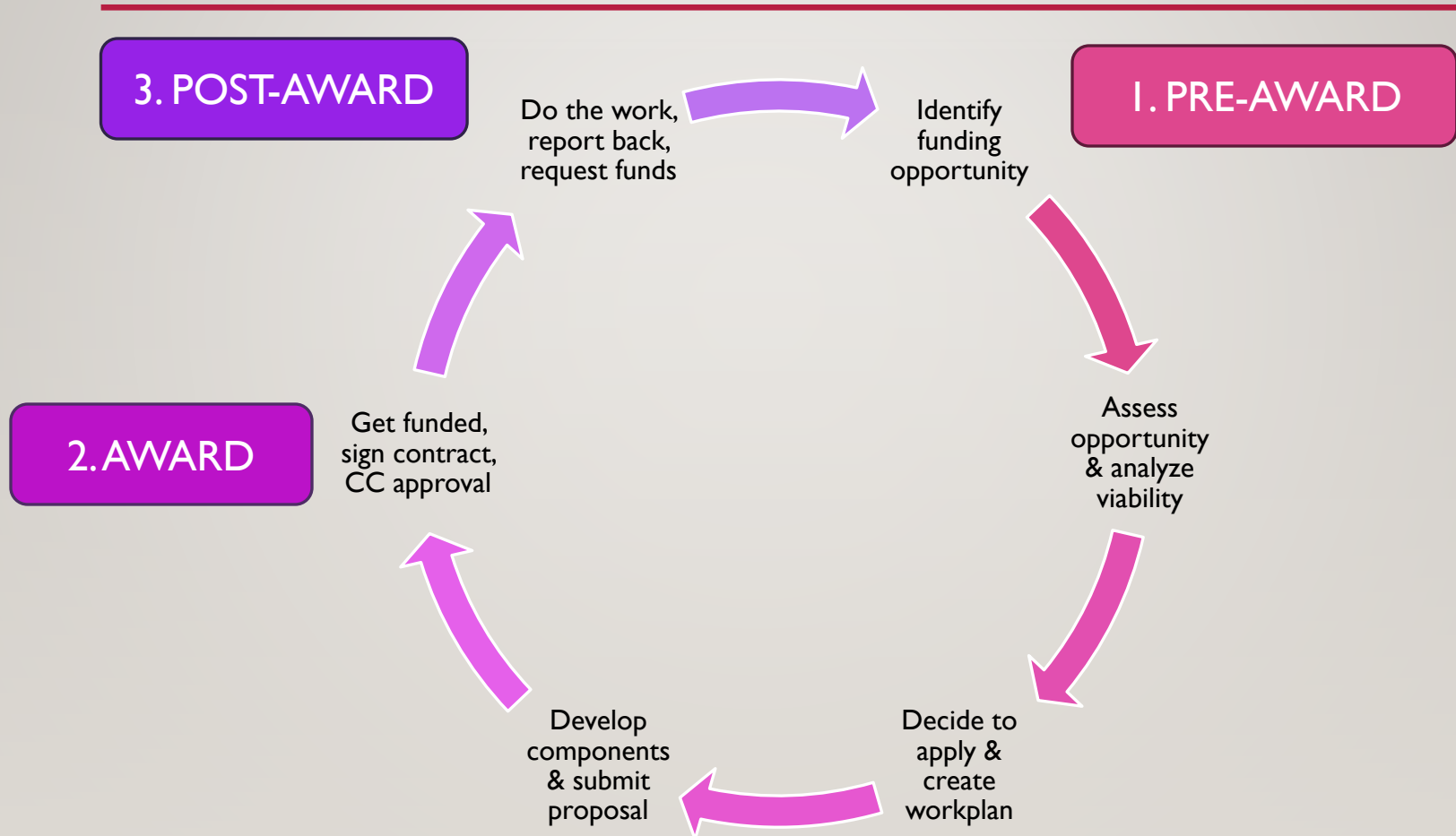


**Look for long-
term benefits**



**Use your
resources**

GRANT LIFE-CYCLE & AWARD STAGES



ASSESSMENT CRITERIA

- Project fit with the grant program priorities and eligibility requirements
- Departmental / planned / capital project
- Funding period
- Grant competitiveness
- Award amount
- Cost-sharing requirement
- Procurement requirements
- Proposal development capacity

BEST PRACTICES FOR PROPOSAL DEVELOPMENT

- Read to write
- Designate a point person
- Work from the outside in
- Answer the questions
- Engage your stakeholders
- Drive your argument with data
- Demonstrate your successes

CASE STUDY

SOMERVILLE
POLICE

DEPT OF MENTAL
HEALTH GRANT

- Purpose of project was to educate LEA & regional LEA's
- Project activities included trainings from variety of community partners, mental health agencies
- Clear & concise monthly timeline for start-up & implementation
- Project was response to incident in community
- Dept had data points to support need for training

CASE STUDY

HEALTH &
HUMAN SERVICES

MASS DEPT OF
PUBLIC HEALTH

- Visual presentation of program resources, activities, outputs & outcomes
- Specific, measurable results
 - # of individuals reached
 - # of training attendees
 - # and type of surveys completed
- Cited existing studies, counts, percentages and established goals
- Outcomes can be phased, not just immediate

CASE STUDY

SOMERVILLE ARTS
COUNCIL

MASS DEV
COLLABORATIVE
WORKSPACE
GRANT

- Proposal highlighted facility needs so immigrant entrepreneurs could launch businesses
- Local & regional appeal – utilized & enhanced existing geographic assets
- Incorporated related businesses as both supporters AND beneficiaries
- Leveraged investments by the State to develop area

CASE STUDY

ARPA

- Consider sustainability when designing project
- Align program end with potential for alternative funding
- Public statements of support can lead to future commitment if change in administration
- Projects worthwhile even if desired outcomes or objectives not achieved!

POST-AWARD RESPONSIBILITIES

Implement the project you sold

Submit required reporting

Submit reimbursement requests

Request amendments as needed

Verify funds are received & posted

Submit close-out reports

GRANT RESOURCES FOR MUNI'S

Grant guidance & management

- DOJ-FMT
- Mass. Office of the Inspector General
- NGMA
- Thompson Grants



Local funding

- Philanthropy News Digest
- Foundation Directory
- GuideStar
- Philanthropy Massachusetts



Municipal focus

- Bloomberg Cities Network
- ICMA
- MMA
- NLC
- Route Fifty



THANK YOU!

Kate Hartke, Director of Grants Development
& External Funds

City of Somerville, Mass.

khartke@somervillema.gov

617-625-6600 x2130

