



GATEWAY *to* GRANTS

**A GUIDE TO  
COLLABORATIVE  
PROPOSALS**



# INTRODUCTION

Welcome to Grant Proposal Finances. This document was put together to help organizations understand basic practices in financial management, so they can build the systems needed to win grant funding. The following pages include important information on nonprofit budgets and narratives, a glossary of commonly used financial terms, and interview with Gina Nocera, Program Officer of the Jared Polis Gift Fund, along with sample program budgets and operating budgets.

*Gateway to Grants is a grants management firm, featuring services that meet the needs of growing nonprofit organizations. These include industry leading prospect research packages, grant writing and reporting, grants management services, project management and training. We will help you gain confidence in your fundraising strategy and build a legacy for the future of your organization. Work with Gateway to Grants and stop missing important opportunities for funding today.*

# A Guide to Collaborative Proposals

## How To Set Up A Grants Review Committee For Your Organization

Why create a grants review committee for your organization?

All too often, one person at a nonprofit is tasked with conducting prospect research, building relationships with grant makers, and writing and submitting the grant proposals. When those proposals come back declined, it's easy to point fingers, place blame and walk away from the experience, without really learning anything. By creating a Grants Review Committee, people with different roles in an organization come together to build collaboration and accountability for their grant seeking process and gain deeper insight into the issues that are working for and against the organization. Below are some key questions to ask when setting up a new committee.

1. Which staff members, board members and/or volunteers will serve on your grants review committee?
2. Why were these individuals chosen and what unique skill sets/connections/knowledge do they bring to the table?
3. How can you best utilize board members on the committee?
4. How often will the committee meet to review awards and declines and discuss upcoming deadlines?
5. What progress do you hope will be made after having a grants committee in place for 6 months? 12 months? Identify 2 to 3 goals.

# ABC COMMUNITY FOUNDATION: GRANTS COMMITTEE JOB DESCRIPTION

## ROLES AND PURPOSE

The purpose of the Grants Committee is to work in partnership with the Foundation staff to design and deliver programs and services that will provide the foundation reliable, timely and relevant resources for achieving and maintaining program excellence while supporting the overall foundation mission. The Committee will offer appropriate and timely feedback to the staff and to the Board of Directors on issues of important to grant-making pursuant to the by-laws of the foundation. The Grants Committee has the responsibility and authority to monitor all grant requests for funding made to the ABC Foundation that is not otherwise delegated to other ABC committees or to the ABC Foundation Board of Directors and to make recommendations to the Board of Directors for approval or disapproval of such requests. The Grants Committee shall have other responsibilities as the Board of Directors may designate from time to time.

## MEMBERSHIP

The Grants Committee shall consist of such members as shall be elected by the Board of Directors. The Board Chair appoints a Committee Chair and Committee members. Committee membership shall consist of at least five members who are generally knowledgeable in governance and financial matters.

## COMMUNICATIONS/REPORTING

The Committee shall report directly to the Board at each scheduled Board meeting.

## RESPONSIBILITIES

The Committee's principal responsibilities are to ensure that the foundation's policies are followed, modified and executed appropriately so that the long-term grant making and programmatic goals of the foundation are supported.

1. Promotion of responsible and effective philanthropy.
2. Encouraging creativity in the field.
3. Identifying and helping the foundation to develop resources to current and emerging issues and needs of the community.
4. Representing the interests, perspectives and characteristics of the foundation's grant making to advance the mission of the foundation.

5. Help develop the strategic vision, mission & goals of the foundation's grant making.
6. Guiding and developing grant making program priorities and policies and advising the foundation's annual grant making; including serving on grant making review and selection committees as needed.

## TEN WAYS FOR NONPROFITS TO COLLABORATE

1. Purchase goods and/or services together
2. Share (co-locate) or better utilize workspace
3. Combine marketing efforts
4. Share development (fundraising) activities
5. Form a new organization to deliver a program or provide administrative services
6. Share developing, offering and/or delivering products, programs and/or services
7. Form a confederation
8. Merge - resulting in one integrated organization or an affiliate and/or subsidiary relationship
9. Share staffing
10. Share staff training

# PARTNER ROLES AND RESPONSIBILITIES FOR COLLABORATIVE PROJECTS

Complete this worksheet to help your team map goals, tasks and responsibilities for projects with multiple organizations.

## GOAL #1 RESOURCES REQUIRED

*(Include financial resources, services supplies, materials, staff time, expertise)*

## WHO WILL PROVIDE EACH RESOURCE?

*(Specific partner or other source)*

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## GOAL #2 RESOURCES REQUIRED

## WHO WILL PROVIDE EACH RESOURCE?

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## GOAL #3 RESOURCES REQUIRED

## WHO WILL PROVIDE EACH RESOURCE?

# **SAMPLE MEMORANDUM OF UNDERSTANDING (MOU)**

## **MEMORANDUM OF AGREEMENT BETWEEN**

Sustain and Maintain, Day in Denver, and Clear Air Colorado

### **I. DEFINITION OF PROJECT AND SCOPE**

As three collaborating organizations joining together for the protection of the natural environment, Sustain & Maintain, Day in Denver, and Clean Air Colorado acknowledge that Solar Panel Partners is applying for funds on our behalf to implement an integrated energy renewal movement in Denver, Colorado. Funds will be drawn down and used in agreement with purposes outlined by the funding source in FY 2020. These three groups comprise the partnership, which shall be maintained so long as the movement is ongoing. Amendments to and termination of this document shall be made only with the agreement of all three organizations.

#### **FOR THE PURPOSES OF THIS PROJECT, WE HEREBY CERTIFY THAT:**

- a. The mission of the partnership, and each of the entities therein, is to ensure the sustainability of Denver, Colorado's natural environment through the promotion of clean energy use.
- b. We are participating in an energy renewal movement as defined above, our network is comprised of three or more members invested in clean energy use.
- c. As key staff from the lead application entity, Shawn Mariota, Executive Director of Solar Panel Partners, assumes primary responsibility for working with the necessary parties, including outside contractors, to ensure implementation.

### **II. TERMS OF COLLABORATION**

Members of the partnership will collaborate internally according to these guidelines:

- a. Governing Board: the collaborating organizations will establish a governing board for this project comprised of key staff from each participating organization.
- b. The participating organizations affirm that environmental scientists will be part of the implementation process, involved in the planning, configuration and setup of the energy renewal movement. The collaboration will strive to involve consumers in the process of the implementation by announcing new features, answering questions, and educating consumers on benefits of using clean,

c. Resolution of Conflict: Conflicts or challenges encountered by the three collaborating partners will be addressed by the governing board of the collaboration, and decisions or resolutions will be made with the agreement of all three member organizations.

d. Resources: Each collaborator will invest in ongoing costs for the movement for a minimum of three years. We commit to work diligently to complete implementation within a reasonable timeframe and within the framework of the grant. Representatives from each organization will also contribute staff time to training, ongoing education, and participation in the governing board to provide oversight and input to the network, as well as plan for further geographic expansion of the initiatives implemented through the grant.

e. Collaboration: Staff of each agency will work collaboratively, including working with colleagues in other NGOs, communicating with consultants, and tracking outcomes. These collaborative efforts will comprise a multi-year commitment beyond the project scope.

**(PARTNER)**

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(NAME)  
EXECUTIVE  
DIRECTOR

(DATE)

(NAME)  
BOARD CHAIR

(DATE)

**(PARTNER)**

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(NAME)  
EXECUTIVE  
DIRECTOR

(DATE)

(NAME)  
BOARD CHAIR

(DATE)

**(PARTNER)**

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(NAME)  
EXECUTIVE  
DIRECTOR

(DATE)

(NAME)  
BOARD CHAIR

(DATE)



# SAMPLE LETTER OF SUPPORT

January 30, 2020

James Daily, MD, MPA Department of Health  
8600 Lincoln St., SW, Suite 4000  
Washington, DC 20005

Dear Dr. Daily,

Family Care, Inc. is pleased to provide a letter of support for the continued funding of the Childhood Vaccination Program. Our mission at Family Care, Inc. is to build better futures through the delivery of health care, social services, and education. We embrace our culturally diverse community and provide the highest quality care regardless of ability to pay. We work largely in the Washington DC metro area. Through extensive community outreach and provision of multiple services at our sites, we target low income immigrant families from Central America residing in DC.

Family Care, Inc. plans to continue its collaboration with the Department of Health in support of initiatives to increase childhood vaccination numbers. We pledge to continue the dissemination of primary prevention information and materials to families and clients we work with in a culturally competent manner. Additionally, we will continue the referral of children and their families with elevated blood levels to the Department of Health for further case management and resources.

With continued funding, we look forward to further developing our partnership with the Department of Health in the very important task of vaccinating our nation's youth.

Sincerely,

Janice Hargrove  
*Clinical Services Director*

# SAMPLE LETTER OF SUPPORT

January 30, 2020

Alice Marquette Focus Health, Inc. 15th Street, SE  
Washington, DC 20007

Dear Ms. Marquette,

Family Care, Inc. is pleased to offer its support for Focus Health, Inc. in its application for FY 2020 funds from the Department of Health. Our mission at Family Care, Inc. is to build better futures through the delivery of health care, social services, and education. We embrace our culturally diverse community and provide the highest quality care regardless of ability to pay. We work largely in the Washington DC metro area. Through extensive community outreach and provision of multiple services at our sites, we target low income immigrant families primarily from Central America.

Since its inception in 1994, Family Care, Inc. has been providing access to basic health care services. We have been working with Focus Health, Inc., a leading source of childcare information and education, for 10 years and began a formal partnership with them in 2004.

We propose to continue vaccinating youth, and making referrals to Focus Health, Inc. for those in need of subsidized or free preventative health care. We agree to provide two trainings to Focus Health, Inc. staff as well. With continued funding, we look forward to further developing our partnership with Focus Health, Inc. in the very important task of helping families vaccinate their children.

Sincerely,

Janice Hargrove  
*Clinical Services Director*