

# Exploring the Basics for Contracts for Services and Grants

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# Funding

## Sources

- ◆ Government
- ◆ Private Foundations
- ◆ Corporations
- ◆ Local Businesses
- ◆ Individual gifts

## Types of funds

- ◆ Competitive grants
- ◆ Invited grants
- ◆ Contracts for services

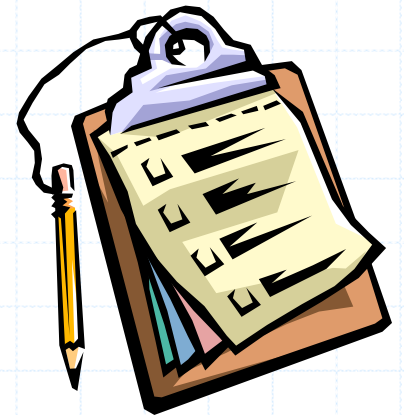
## Sponsor Purpose

Philanthropic or Self-serving

# *Vocabulary*

- ◆ Sponsor
- ◆ Funder
- ◆ Grantor
- ◆ Funding source
- ◆ Granting agency
- ◆ Awarding organization
- ◆ Soft money
- ◆ Supplemental funds
- ◆ Non-traditional funds
- ◆ New money
- ◆ Award

A proposal is what you write,  
a grant is what you get.



# Places to Look for money

- ◆ U.S. Government: **Grants.gov**
- ◆ Grantsmanship Center (Cleveland):  
**<http://www.tgci.com/funding.shtml>**
- ◆ Community of Science: **www.cos.com**

# Creative ways to find resources

- ◆ Exchange of services/goods
  - Internships
  - Service learning
  - Work-study
  - Free access to facilities
- ◆ Volunteer programs
  - Americorps/Vista
  - Seniors
  - Teen/high school
- ◆ Borrowing employees

# Set up a COS funding alert

- ◆ Key words or major descriptors
- ◆ The big use of the funds (training, research, conference, travel, etc)

<u>Activity Location:</u>	Browse ... Clear
<u>Requirements:</u>	PhD or MD or Other Professional ▲ Graduate Student Undergraduate Student ▼
<u>Citizenship or Residency:</u>	United States ▲ Canada Afghanistan ▼ Include: <input type="checkbox"/> Unrestricted <input type="checkbox"/> Unspecified
<u>Funding Type:</u>	Research ▲ Program or Curriculum Development or Provision Training or Scholarship or Fellowship ▼
<u>Sponsor Type:</u>	Federal, U.S. ▲ National Government, Non-U.S. Private Foundation ▼

- Research
- Program or Curriculum Development or Provision
- Training or Scholarship or Fellowship
- Prize or Award
- Postdoctoral Award
- Collaboration or Cooperative Agreement
- Meeting or Conference or Seminar
- Visiting Personnel
- Travel
- Artistic Pursuit
- Dissertation or Thesis
- Contract or Tender
- Equipment or Materials Acquisition or Facility Use
- Facility Construction or Operation
- Publishing or Editorial

Number of results to view: 25 ▼

Sort: by Relevance ▼

Clear Fields Do the Search

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- PhD or MD or Other Professional
- Graduate Student
- Undergraduate Student
- Academic Institution
- Government
- Nonprofit
- Small Business
- Minority
- Women
- Persons with Disabilities
- Commercial

# The 3 A's of working with funds

- **Acquire the funds**
- **Administer the funds**
  - Pay bills
  - Track funds
  - Keep Records
- **Account for use of funds**
  - File reports
  - Conduct audits/reviews





Every project starts with a proposal that describes the work that will be done (the scope of services)

- ◆ An advertisement to perform work
- ◆ A discussion about work that can be done
- ◆ A personal invitation to apply for funds
- ◆ A response to a general RFP

# The scope of services - *Why is it so important?*

- ◆ It protects funder and provider
- ◆ It defines the “promise”
  - What work will and will not be done
  - How the work will and will not be done
- ◆ Outcomes are measured against it
  - For the funder, participants, and you
- ◆ It is the basis of the budget.



# Authorized signatures

- ◆ Contract
- ◆ Agreement
- ◆ Memorandum of Understanding
- ◆ Handshake
- ◆ Verbal

- ◆ All are binding and legal
- ◆ The only difference is in the detail
- ◆ The less formal, the more difficult to enforce

# Ways of receiving funds

- ◆ Payment according to units of work done
  - Classes, series of classes
  - Months, quarters
  - People served
  - Sites served
  - Services done
- ◆ Single lump sum for work done
- ◆ Monthly payment/reimbursement for actual direct expenses



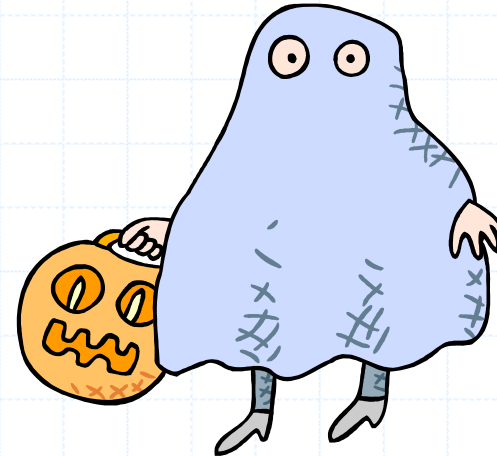
# Reporting requirements

- ◆ Time spent
- ◆ Receipts
- ◆ Participant verification
- ◆ Changes in behaviors
- ◆ Return unused funds
- ◆ Keep unused funds

# The cost to do a project right...

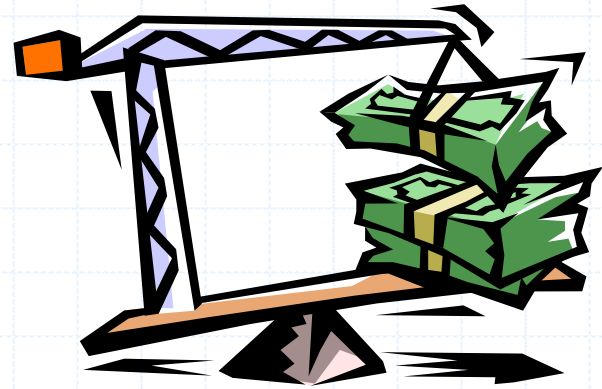
*No mysteries or surprises!*

**Time**  
**Space**  
**Supplies**  
**Equipment**  
**Materials**  
**Personnel & Benefits**  
**References**  
**Training**  
**Administrative Management**



**You must know what the project will need.**

# Build real budgets with real estimates



- ◆ Know All budget costs
- ◆ Don't leave anything out
  - Time needed for everything (prep, travel, teaching, questions, closure)
  - Quantities of materials/supplies that will be used
- ◆ Shop for estimates
  - Check web, catalogs, window shopping, make calls
- ◆ Include every allowable cost
  - Sponsor can refuse
  - Decide how to subsidize expenses not allowed

# Measurable outcomes are important because...

- ◆ Provides evidence of what happened
- ◆ People can talk about them in concrete terms
- ◆ Changes in them can be measured.
- ◆ Having “fun” and “a good feeling” are no longer enough
- ◆ Funders want proof that you have delivered what you promised.
- ◆ Allows the program to focus

# Is \$500 worth the effort?

## First Impressions

Materials for project +75

Postage for project +25

Program costs \$100

Plenty of money???

Maybe not!!!!

It depends!

## Reality

Development time -250

Support time - 100

Travel - 50

Submission - 35

Hidden costs 435

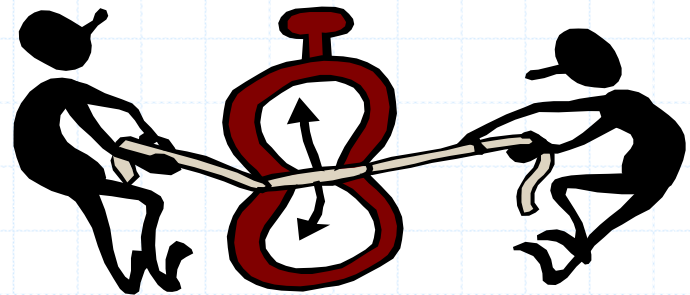
Project costs 100

Real costs \$535

**In the red 35**

# How do you maximize your effort?

- ◆ **Start early** – *everything takes longer than you think it will ...or should!* Do as much as you can ahead of time
- ◆ Have ideas “waiting to happen” in a folder
- ◆ Do your important thinking during the early stages
- ◆ Everyone is busy  
– in a time crunch



# Maximize use of the proposal

- ◆ Keep basic sections in generic form in the computer
- ◆ Divide project into parts for several sponsors
- ◆ Save supporting documentation as you see it
- ◆ Use “word check, grammar check, seek, find, and replace” to standardize language
- ◆ Make corrections when you find them
- ◆ Customize your CV for each proposal topic

# **Don't work in silence – involve others**

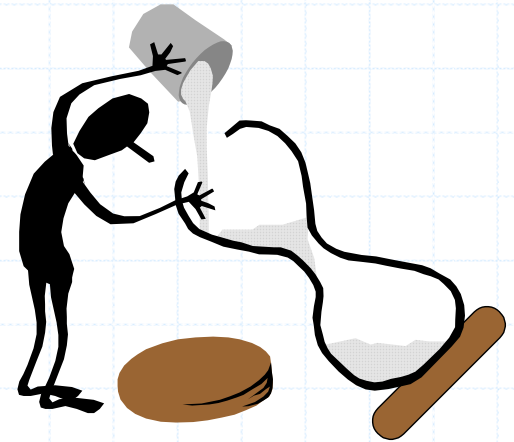
- ◆ **Let people know your plans early –  
and get buy-in**
- ◆ **Clarify early - Ask questions - Ask for help**
- ◆ **Respond to questions**
- ◆ **Share the RFP**
- ◆ **Let others proof read**
  - **Scope of services**
  - **Evaluation**
  - **Budgets**

# A few thoughts about hiring a grant writer

- ◆ You know your project – you have the passion
- ◆ You'll spend time telling the writer
- ◆ The writer gets paid no regardless of whether the project gets funded
- ◆ The proposal is not familiar to you – It's not easily adapted because it's not yours.
- ◆ If you have the money, hire someone to do lower level work. Proposal writing is high level work.
- ◆ Get started, find someone to help.

# Keeping things moving – *Time is precious*

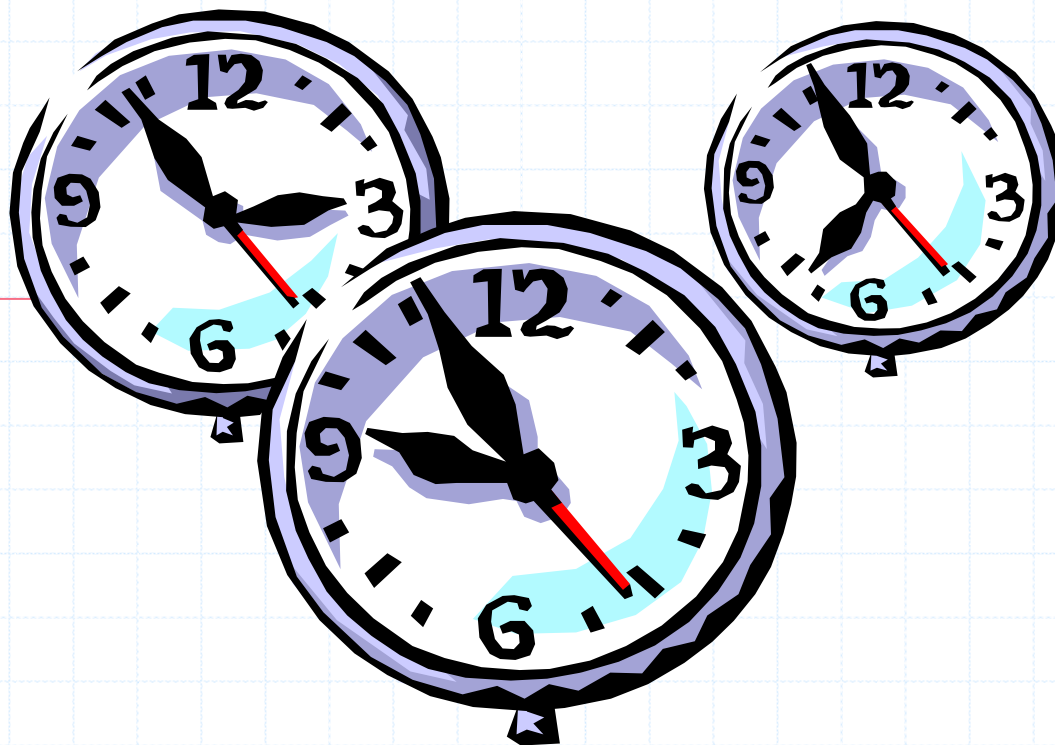
- ◆ Talk to the people you will need
- ◆ Do the easy parts right away
- ◆ Don't hope in silence
- ◆ Make appointments
- ◆ Send early drafts for review



# To be reviewed, a contract must have...

- ◆ All blanks filled or explained
- ◆ Signatures of all who will be involved
- ◆ All documents mentioned in the body of the contract attached
- ◆ Acronyms and new partners explained
- ◆ Who from the other organization may be contacted for legal questions
- ◆ A budget with explanation

# About time....



# Last thoughts...

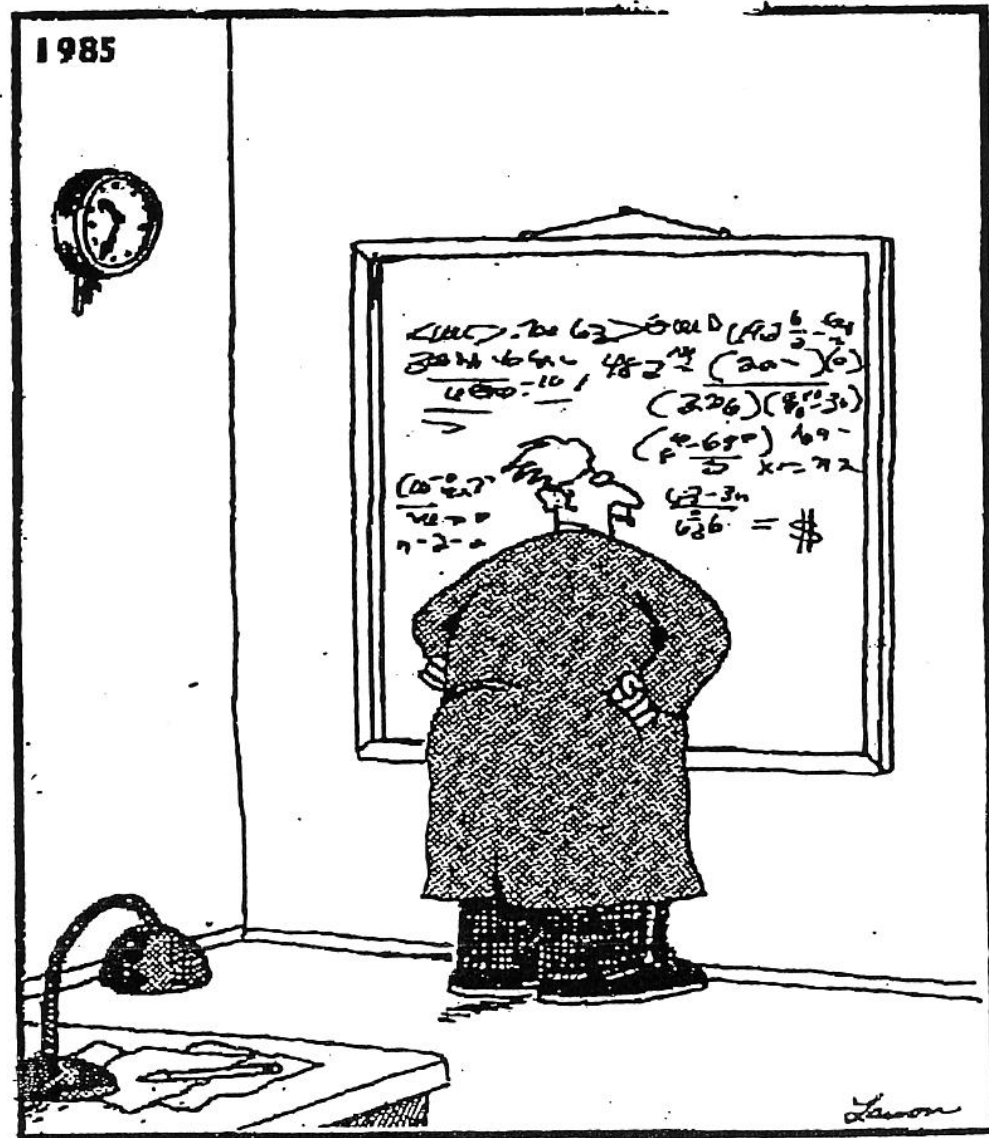
Promise only what you can deliver;  
Deliver all that you promise – and more!

Sometimes things that seem free are  
expensive.

Time is money.



Einstein  
discovers that  
time really is  
money!



Well done is better than well said.

- *Benjamin Franklin*

I find that the harder I work,  
the more luck I seem to have.

- *Thomas Jefferson*

# Stories

- ◆ Winners' contract
  - Terms not clear (evaluation, time, work)
  - Deliverables not clear
- ◆ Livestock Committee finds funding
  - Working alone
  - Wrong 501(c)3 number
- ◆ ECDI grant
  - Change who will do work
  - Change budget



## ◆ MSD contract

- Changing players – poor communications
- Clarify terms – multiple year funding

## ◆ Grants.gov submission

- Last minute nightmares
- Water quality

## ◆ Your organization's processes & rules

- Release time arrangements
- Administrative fee arrangements