Getting and Administering the Grant
Communication is key!
Grant writer vs. Internal staff roles

Grant Writer*
Seeks, writes, and submits grant proposals. Should not be involved in administering or reporting.

Internal Staff
Provide information to the grant writer to ACCURATELY depict organization, program, and financial information.

*outside contract
Letters of Support

VBLF requires Letters of Support from:

Leader of the organization
Demonstrates the proposal is a priority and the application has full support from leadership

Collaborators (Third Party Letter of Support)
Demonstrates how each collaborator is working with you (specifically) on this project. This is done on a “third party question.”
Third Party Letters of Support

Required for Collaborative and Foundation Initiative Applications.

1. Insert the email of the person who you will be requesting a Letter of Support (LoS) from.

2. Click “Compose Email.”

[Form interface for inserting email address]
3. Compose your email.

4. Click “Send.”

It will be up to the applicant to give the collaborating organization deadlines.

Please keep in mind that the LoS is necessary to successfully apply, so give the organizations plenty of time to provide them and plenty of notice and reminder concerning when they’re due.
Grant Agreements

A legal agreement between the Foundation and your organization:

No Private Inurement, Private Benefit or Third-Party Benefit

Disclosure of Related Party Transactions

Agree to Grant Contingencies (if any)

Financial Statements/Audit submission

Budget Amendments and Extensions

Authorized Signature
Budget Amendments and Extensions

A budget amendment request must be submitted in writing PRIOR to making expenditures outside of the approved budget.

Grant extensions are typically not a problem, but communication is key!
Site Visits

Goals and expectations:

Have the “right staff” to show us what you do!

Have a board member present – we like to ask questions from the board’s point of view.

Include a budget update.

This is a great time to give us “news” – either good or not so good.

We love to see you simply doing the work you do! It really helps us understand it more deeply.
We call it...Capacity Development

New process to aid organizations create stronger, more sustainable businesses.

1\textsuperscript{st} step: Organizational Assessment (requires board and leadership approval).

2\textsuperscript{nd} step: Funds to assist organization with work and priorities revealed during assessment.
NON-PROFIT FINANCIAL WORKSHOP

GRANT FINANCIAL FORMS
SMALL GROUP DISCUSSIONS
Q&A

September 19, 2019  September 26, 2019
9:00 A.M. TO 11:00 A.M.  9:00 A.M. TO 11:00 A.M.

1267 N. STUART PLACE ROAD
HARLINGEN, TEXAS 78552

LIMITED SPACE: 15 ATTENDEES PER SESSION

JAMIE AMAYA
TO REGISTER CONTACT: JAMAYA@VBLF.ORG
(956) 335-3035

PRESENTED BY LEGACY FOUNDATION™
Bonnie Gonzalez
Chief Executive Officer
bonnie@knappccf.com

Website: https://www.communitycare.today/
Judy Quisenberry
Executive Director
jquisenberry@vblf.org

Website: https://www.vblf.org/