

# Getting and Administering the Grant





Communication  
is key!



# Grant writer vs. Internal staff roles

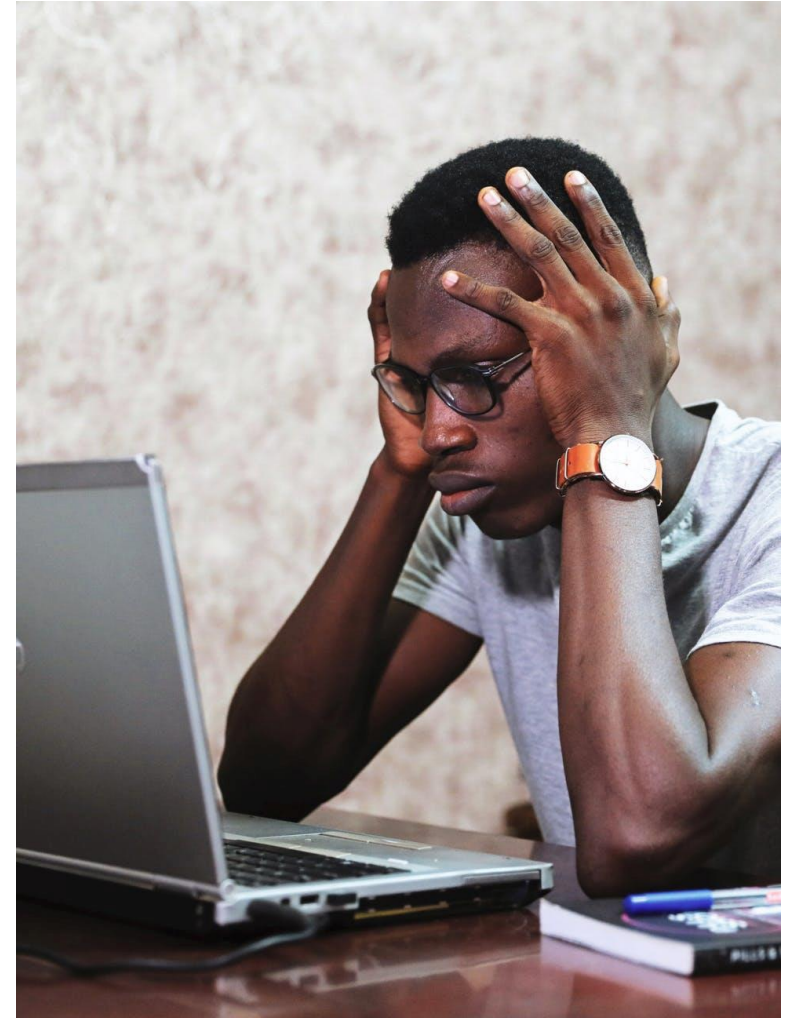
## **Grant Writer\***

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.”

> Project/Program Summary

✓ Third Party - Letters of Support

**Third Party Email\***

Please use this field to send an email requesting letters of support.

Please include a letter of support from the leader of your organization indicating support for this particular project/program (ex. nonprofit organizations - Executive Director or CEO; Universities - President of the University). In addition, if your proposal includes involvement or collaboration with other organizations, you must attach a letter of support from each one. The letter(s) must state that they understand the nature of the project/program described in this proposal, including details such as the timeline and goals and must be signed by the Executive Director.

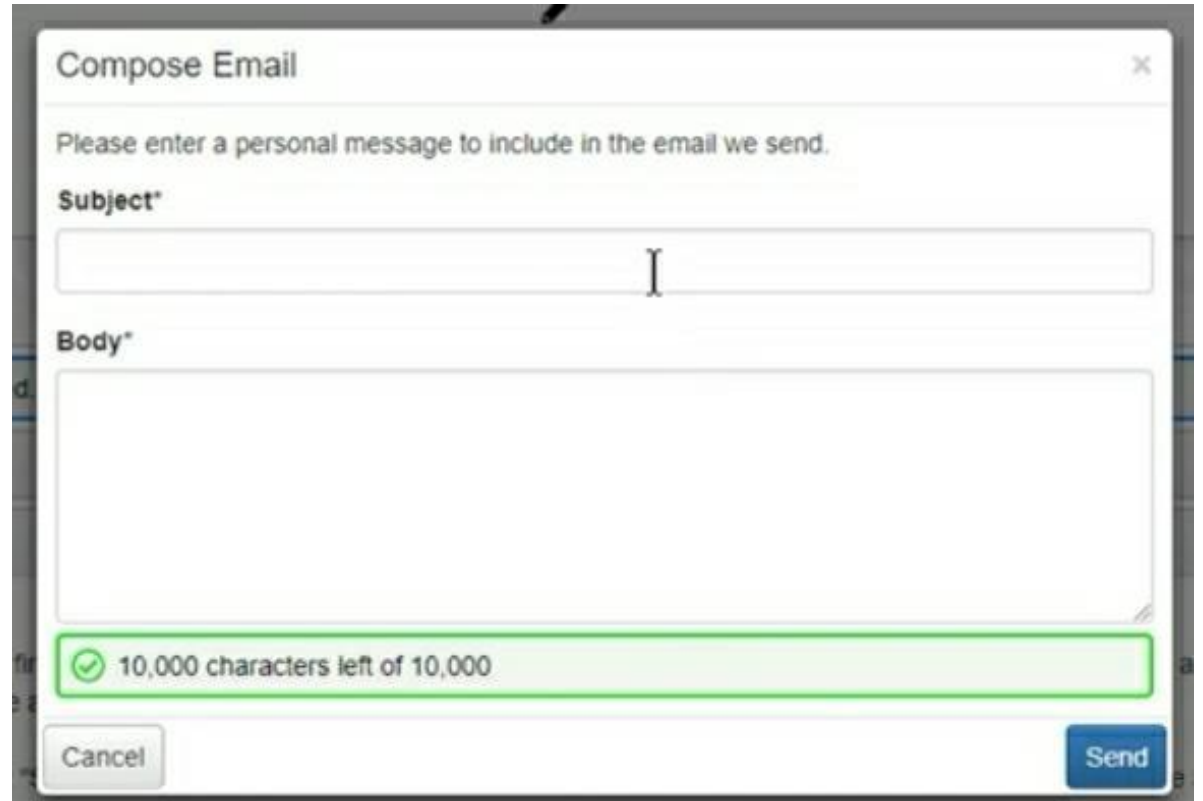


3. Compose your email.

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.



The image shows a 'Compose Email' dialog box. At the top, it says 'Compose Email' with a close button (X). Below that is a prompt: 'Please enter a personal message to include in the email we send.' There are two main input areas: 'Subject\*' and 'Body\*'. The 'Subject\*' field is a single-line text box with a cursor. The 'Body\*' field is a larger multi-line text area. At the bottom of the form, there is a green progress bar with a checkmark icon and the text '10,000 characters left of 10,000'. Below the progress bar are two buttons: 'Cancel' on the left and 'Send' on the right.

# 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:

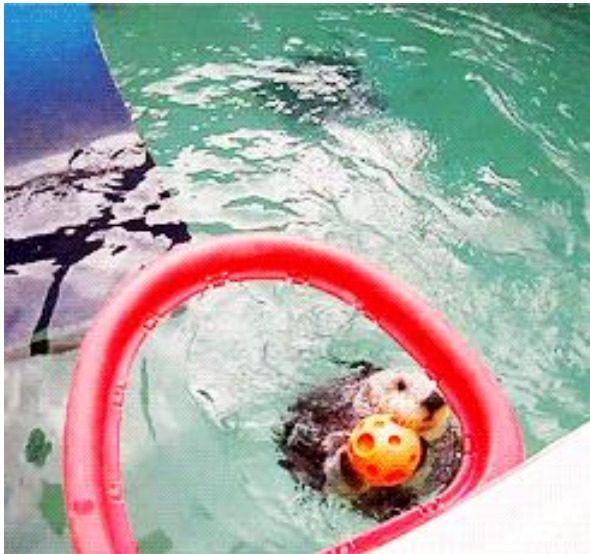
Have the “right staff” to show us what you do!

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<sup>st</sup> step:

Organizational Assessment (requires board and leadership approval).

2<sup>nd</sup> 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  
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PRESENTED BY the Valley Baptist LEGACY FOUNDATION™





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