SCOPE OF SERVICES

GRANT WRITING SERVICE PLAN

Georgia Governor's Office of Planning and Budget: State Fiscal Recovery Fund

Due: October 31, 2021

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Founder & Professor
SERVE University (SERVE-U)

Webinar: A Call for Nonprofits and Business Owners to address the disparate impact of COVID-19 on certain populations and geographies

SERVE-U

GRANT WRITING SERVICE PLAN

Hello Community! My name is Dr. Brandi!

- Grant Writer & Nonprofit Consultant
- Research: Nonprofit Resilience Qualities
- 20 years of Nonprofit Experience
- Executive Director, College Clinic
- Thrilled about teaching!
- Started my nonprofit resource development consulting firm with a seed grant from Emory University/Start:ME
- Favorite Fruit: Avocados every day!
- Karaoke Song: Proud Mary by Tina Turner

STATE FISCAL RECOVERY FUND (SFRF)

Grant Opportunity Overview

Governor's Office of
PLANNING AND BUDGET
THE STATE OF GEORGIA

- Grant Request: No floor/ceiling
- Performance Period: 3/1/21 - 12/31/2026
- Project Start Date: Friday, September 24
- Project End Date: Friday, October 29
- Award Annoucement: Monday, January 3

https://opb.georgia.gov/state-fiscal-recovery-fund

ALLOWABLE EXPENSES:
How does your nonprofit/business help address the disparate impact of COVID-19 on certain populations and geographies?

• Addressing health disparities and the social determinants of health, including community health workers, public benefits navigators, remediation of lead paint or other lead hazards, and community violence intervention programs;

• Building stronger neighborhoods and communities, including supportive housing and other services for individuals experiencing homelessness, development of affordable housing, and housing vouchers and assistance relocating to neighborhoods with higher levels of economic opportunity;

• Addressing educational disparities exacerbated by COVID-19, including early learning services, increasing resources for high-poverty school districts, educational services like tutoring or afterschool programs, and supports for students' social, emotional, and mental health needs; and

• Promoting healthy childhood environments, including childcare, home visiting programs for families with young children, and enhanced services for child welfare-involved families and foster youth.

PROJECT DELIVERABLES

A full schedule of services will be determined based on the outcomes of from the OnBoarding and Orientation session.

1 Review of Archived Documents

2 Grant Application and Attachments

3 Peer Review Panel

4 Grant Package

PROJECT DELIVERABLES

1 REVIEW OF ARCHIVED DOCUMENTS

- Review of client documents
- Research on funder priorities, evidence-based practices, and mission alignment
- Live attendance or review of recorded technical assistance meetings

Nonprofit client to forward grant narratives, required attachments, previously-awarded applications, written collateral, program budget, organization financials, any relevant information to aid to the application process.

(2) GRANT APPLICATION & ATTACHMENTS

GRANT APPLICATION

- Summary
- Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting the Data Required
- Budget
- Budget Narrative
- Matching Funds
- Attachments (up to 5)

ATTACHMENTS (5)

- Budget Narrative (required)
- Capabilities and Competencies*
- (Resumes)
- Description of Issues*
- General 1*
- General 2*
- Letters of Support*
- Match Funds*
- Plan for Collecting Data*
- Project Design and Implementation*
- Proposal Narrative*
- Proposal Summary*

*Optional document attachments

③ PEER REVIEW PANEL

A Peer Review Party is an opportunity for internal and external stakeholders to review the Grant Package prior to the upcoming submission date.
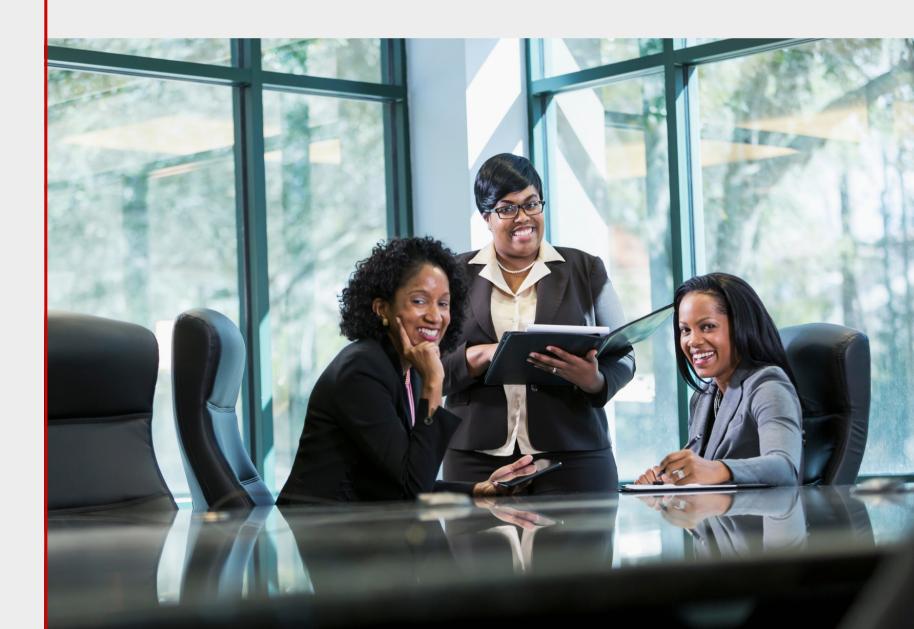
The intent for this virtual gathering is for the peer reviewers (that's you!) to read and review the draft version of the grant package prior to submission and provide us with constructive feedback to enhance our application.

Here's What to Expect as a Peer Reviewer

- Check-In at Peer Party and receive the Grant Package
- Introduction to Peer Review Team
- Review of Grant Package
- Feedback on Proposal Scoring Rubric
- Closing Remarks

A Scoring Rubric is provided to the peer reviewers to score the grant application.

Please reserve up to 2 hours for the Peer Review Panel.

4 GRANT PACKAGE

- Digital library of Grant Package and work product archived in shared Google Folder
- Replay access to Project Status Meetings
- Bi-Weekly Project Status Meetings

AWARD-WINNING, EVERGREEN CONTENT

Grant Narrative and Program Budget framework established to be used within your grant portfolio year after year.

Show up to your next grant application process at least 50% completed!

PROJECT TIMELINE

Services must be confirmed no later than Friday, September 24, 2021.

An Acceleration Fee (18%-25%) will be charged in addition for services confirmed after September 30, 2021.

Friday 9/24: OnBoarding and Orientation Session with SERVE-U

9/25 - 9/28: Review archives and research best-practices for program implementation

9/29 - 10/22: Weekly Project Status Meetings to review grant processes

Tuesady 10/26: Peer Review Panel

Wednesday 10/27: Grant Package released to nonprofit/business client

GRANT SUBMITTAL PROCESS

SUBMITTAL OPTION 1:

Client submits grant - Included in service plan

SUBMITTAL OPTION 2:

The service fee for SERVE-U to submit the SFRF grant is $350.00

- Deliverables/timelines are subject to change based on pre-determined project benchmarks.
- The Client must have active profiles and login credentials in the funder's grant portals.
- The Client will receive an electronic version of the Grant Package in a Google Drive library.
- The Client is responsible for inviting stakeholders to Peer Review Party.

SERVICE FEES

**(1) PAYMENT OPTION #1
ONE-TIME PAYMENT**

$3,750

DUE: 9/24/21

**(2) PAYMENT OPTION #2
TWO (2) PAYMENTS**

$4,000

$2,000 | DUE: 9/24
$2,000 | DUE: 10/15

The Client will be forwarded a link to make the online payment(s). ACH and Zelle are available for business account transfers. Checks are not accepted.
Executed Agreement and Payment #1 is Due: Friday, September 24, 2021 at 4:00 PM EST.

Question: Do I need a grant writer to complete the SFRF grant application?

Answer: No. Based on the webinar listed on the SFRF website, you will not need a grant writer to complete this application.

However, if you are ready to create your next award-winning GRANT NARRATIVE and PROJECT BUDGET by a professional grant writer, this is the service for you!

Replay of ACCG Webinar > https://vimeo.com/583991591

LET'S WRITE A GRANT!

Serious inquiries may apply.

Review the SFRF Grant Application and Eligibility Requirements

Confirm your OnBoarding and Orientation Meeting day/time

Create a user profile at Georgia Grants Portal with your EIN and DUNS #

Make your investment no later than 9/24

Forward your previous grant narratives, program budget, any relevant program data

GRANT WRITING SERVICES

THANK YOU FOR ATTENDING!

Feel free to email at
hellostudent@serveuniversity.org
for any questions or clarifications!