Professional Development Catalog

The Grant Doctors®
February 2017

Introduction

"Every individual on the payroll should have a benchmarked professional growth strategy." –Tom Peters

Whether your organization is new to federal grants or you have experience managing federal awards, you need to stay current with the laws, policies and regulations—especially the grant management Uniform Guidance at 2 CFR 200—that govern the awards you receive.

Our comprehensive training webinars provide you with the knowledge and best practices on every stage of the federal grants lifecycle and the continuous learning you need to stay up to date with the ever-changing federal grants environment.

We design our webinars to be interactive to maximize impact. Every webinar offers plenty of time for Q&A to reinforce learning.

All of our webinars are applicable to private nonprofits and public (non-federal) organizations.

Please check in with us frequently as new workshops are regularly added to our offerings. If there's a specific federal grants topic you need addressed, say something! We can develop a customized webinar for your people.

The Grant Doctors LLC
Las Vegas, Nevada

Table of Contents

Federal Grants 360

Our four-day workshop covers the full spectrum of issues related to federal grants. **Federal Grants 360** is designed for private nonprofits and public organizations that have never applied for federal grants to give them a solid foundation for success. Course topics include:

DAY 1 I Applying for federal grants
Organizational readiness for federal grants
- Leadership, human capital and controls

How the federal grants system works
- What is a grant?
- Flow of federal funding
- The discretionary grant lifecycle
- Step-by-step guide to registering with Grants.gov

Locating funding sources
- Finding federal grants online
- Tips for using the Federal Register, Grants.gov, department websites and the Catalog of Federal Domestic Assistance

Developing an application
- Strategies for preparing a federal grant proposal
- How the review and award process works
- What to do if your application is not funded

DAY 2 I Managing federal grants part 1
Administrative requirements
- The Basics
- Policies and procedures
- Financial management and internal controls
- Cost-sharing (matching)
- Program income
- Revisions
- Property and procurement (purchasing) standards
- Monitoring and Reporting
- Record retention
- Closeout

DAY 3 | Managing federal grants part 2
Cost Principles
- The Basics
- Direct vs Indirect costs
- Documentation standards
- Selected items of cost

Non-Compliance
- Audits
- Consequences
- Warning signs

Unwritten tips of grant management

DAY 4 | The rest of the story
- Interacting with funding agencies
- Communications
- Sustainability

Four days. 1.5 hours per day. $99 per person. (Maximum 15 people.)

Please contact us to schedule your webinar.

Introduction to Federal Grants

Tailored for nonprofit organizations that have never applied for federal grants. Introduction to Federal Grants will discuss the basics of federal awards, how to register to apply for federal grants, where to find federal grant opportunities online and an overview of common grant application requirements. Course topics include:

Organizational readiness for federal grants
- Leadership, human capital and controls

How the federal grants system works
- What is a grant?
- The discretionary grant lifecycle
- Step-by-step guide to registering with Grants.gov

Locating funding sources
- Finding federal grants online
- Tips for using the Federal Register, Grants.gov, department websites and the Catalog of Federal Domestic Assistance

Developing an application
- Strategies for preparing a federal grant proposal
- How the review and award process works
- What to do if your application is not funded

This course is for organizations that are new to federal grants and are not yet registered to apply for federal awards. If your organization is already registered with Grants.gov and you want more detailed information on preparing federal grant applications, please sign up for our Applying for Federal Grants webinar.

1.5 hours. $24 per person. (Maximum 15 people.)

Please contact us to schedule your webinar.

Applying for Federal Grants

Designed for staff responsible for identifying funding opportunities and developing applications for federal grants. Participants develop the skills they need to successfully identify grant opportunities, develop project plans and submit competitive applications. Course topics include:

How the federal grants system works
- What is a grant?
- Flow of federal funding
- The discretionary grant lifecycle

Best practices for developing a federal grant proposal
- The Notice of Funding Opportunity (NOFO) / Request for Applications (RFA)
- Executive summary
- Need statement
- Program description
- Scope of work
- Budget and budget narrative
- Evaluation
- Organizational capacity
- Sustainability
- Appendices

Review and award process
- What happens after applications are submitted
- Pre-award review
- What to do if your application is not funded

1.5 hours. $24 per person. (Maximum 10 people.)

Please contact us to schedule your webinar.

Managing Federal Grants

Designed for all personnel responsible for implementing federal grant projects. It's also recommended for finance and administrative support staff; supervisors and top leadership with oversight responsibility. Course topics include:

DAY 1
Administrative requirements
- The Basics
- Policies and procedures
- Financial management and internal controls
- Cost-sharing (matching)
- Program income
- Revisions
- Property and procurement (purchasing) standards
- Monitoring and Reporting
- Record retention
- Closeout

DAY 2
Cost Principles
- The Basics
- Direct vs Indirect costs
- Documentation standards
- Selected items of cost

Non-Compliance
- Audits
- Consequences
- Warning signs

Unwritten tips of grant management

Two days. 1.5 hours per day. $48 per person. (Maximum 10 people.)

Please contact us to schedule your webinar.

Pre-award Organizational Review

Prior to awarding a federal grant, funding agencies are now required to perform an organizational capacity review of potential grantees to determine if they have the experience and systems necessary to successfully manage federal funds. This webinar will show you how to address—in your applications—what the funding agencies will request from you should your application be selected for a grant. This will make your applications stronger and it will make a federal program officer's job easier (that's always a good thing for you).

45 minutes. $12 per person. (Maximum 10 people.)

Please contact us to schedule your webinar.

About The Grant Doctors®

The Grant Doctors® is a full service federal grants consulting and governmental relations firm for urban and rural local educational agencies, municipalities, nonprofit corporations and healthcare providers. Our professionals have secured over $199 million and managed $350 million in federal grants.

Dave Farley, founder and CEO, is an authority on public funds management, accountability, fund development, ethics and governance. He has more than 25 years of experience serving local governments, corporations, community-based organizations and governing boards. Dave has worked on over $169 million in public/private projects; successfully managed the regulatory compliance of $150 million in federal funds; and secured $21 million for new projects. He has an extensive background involving organizational development, strategic planning, financial assessments, grant writing, feasibility studies, program design and governmental relations. His projects have been featured in national publications including *Forbes* and the *Chronicle of Philanthropy*.

Contact Us

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