



eCivis Strategic Grant Development and Grant Writing Service

The challenge: to obtain effective grant writing assistance communities need to solve three fundamental issues:

1. *Issue: Timing – Advance Planning = More Wins*

The time afforded a community to develop and write a successful, competitive grant response from the Notice of Funding Availability (NOFA) issuance to the filing date is insufficient. The amount of time a community has to respond to a competitive grant notice shrinks even further, if outside support is needed.

Solution: Plan and develop your competitive grant priorities on at least an annual basis and increase your community's win rate.

2. *Issue: Procurement – Secure Outside Grant Development and Grant Writing Assistance in Advance*

Procurement processes can rarely be completed in the tight timeframe most NOFA's give a community to put together a fully developed, well written, successful grant response.

Solution: Procure any competitive grant development and grant writing assistance annually either by RFQ or RFP. With an annual grant plan in place, a community can put a professional grant development and grant writing service in place ahead of time.

3. *Issue: Funding – Create a Mechanism for Funding Outside Grant Development and Grant Writing Assistance*

It's always challenging to find funds to pay for grant writing support, particularly in a limited amount of time. The Federal solution is the indefinite delivery/indefinite quantity (IDIQ) contract that provides for an indefinite quantity of services during a fixed period of time. They may be government-wide contracts or agency-specific contracts.

Solution: Create a continuing contract/term and supply contract/IDIQ contract vehicle that can be used as a mechanism for funding grant development and grant writing services, on an as needed basis. Funds could be set aside to fund the grant program for the year or dollars could be funneled through the IDIQ contract vehicle from the department pursuing the grant.

The Service

Successfully pursuing grant funding year after year requires proactive preparation, strategic alignment and budgeted resources. Yet, many organizations find themselves reacting to meet grant deadlines, pursuing grants without a clear understanding of what is required to be successful or avoiding grants altogether because they lack the necessary resources to compete effectively. Competitive grants are time sensitive and require immediate attention whereas procurement processes and internal resources take time to be approved. This often creates tension between the desire to go after alternative funding sources and/or the ability to effectively pursue them.

With eCivis Strategic Grant Development and Grant Writing Service, our grants team will help you develop a comprehensive, long-term approach to grants that doesn't just solve a single grant need, but establishes a comprehensive solution that will lead to sustainable grant successes. As part of this comprehensive solution, our grants team will help you:

- Thoroughly understand key initiatives and projects in your organization eligible for grant funding
- Research grants that align to these initiatives and organizational priorities to fill existing gaps
- Assess organizational capacity to apply for grants successfully
- Calendar key grants to be applied for over the next 2-3 year
- Align internal procurement processes and resources to pursue grant opportunities in a more efficient and effective way
- Review and edit grant applications prepared by your organization
- Draft grant proposals and provide strategic advice and consulting services to shape a priority project in accordance with the priorities articulated in the grant funding notice.

Establishing a clear approach to grants and aligning internal resources to support grant activities can lead to more consistent successes in acquiring competitive Federal funding.

Procurement

- Participants in eCivis's Strategic Grant Writing Service would go through either a RFQ or RFP process to select eCivis as their grant development and grant writing service provider in advance. Communities could issue the RFQ or RFP process individually or as a purchasing consortium.
- A purchasing consortium is an organized consortium of local governments that conduct a RFP process for a service or product under which members that join the consortium can purchase services or goods without additional procurement requirements. Example: one or more members of an association could issue a RFP for grant services under which any member of the consortium could engage the winner without further procurement actions on their part. You could create

eligibility requirements for joining the consortium that would limit communities that would be directly competing geographically for the same program resources and/or limit the membership to certain number and possibly allow for a voting governing board.

Funding

Use of a continuing contract/term and supply contract/indefinite quantity contract – a type procurement agreement generally used to engage a service provider like an engineering company to provide services commonly with a set maximum funded amount, over a specific period of time to carry out a local government’s projects not yet defined at the time of engagement. The local government can mobilize the provider when a project is identified, negotiate a price for the specific project and let the procured provider carry out the assignment without further procurement actions.

Three approaches to using a continuing contract/term and supply contract/IDIQ contract funding tool under which funds can be allocated for specific grant development and grant writing tasks on an as needed basis to compensate procurement vetted eCivis provider. The three approaches include:

1. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle within a city/county that is fully funded as part of the annual budget process and can be accessed by one or more departments.
2. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle that is funded to do initial strategic grant planning and supplement the mechanism as needed for specific grant projects from relevant department resources.
3. Establishing a continuing contract/term and supply contract/IDIQ contract vehicle within a city/county that is funded on an as needed basis from relevant department resources.