

# ROBERT AND ELEANOR FRANKE CHARITABLE FOUNDATION, INC.

## 2018 COULEE COLLABORATION AWARDS Grant Application Planning Guidelines

### Phase I:

- Determine whether to apply for the \$100,000, the \$50,000 or the \$25,000 grant.
- Identify the specific areas identified in the "2015 COMPASS NOW" Report that you believe might most effectively be addressed through the grant.
- Assess yourself and your ability as an organization to actually develop and implement a substantial collaborative program with one or more other participation-eligible organizations.
- Consider and make contact with, participation-eligible organizations who have the kind of experience, background, knowledge, staffing and mission/vision that might be willing and able to collaborate with your organization on the type of projects/programs being considered (or vice-versa).
- Start to think of means and processes to address the specific issues identified in the project.
- Try to find a balance between something "certain" and something that is truly innovative and/or risky and be prepared to support either option if more than one is to be presented in your Application.
- Hold preliminary discussions with prospective collaborating organizations to determine the degree of commonality of interest, level of collaboration necessary, and probable allocation of time and resources to the project.
- Determine whether your organization, or another Qualified Applicant will be the actual grant Applicant for the project.
- Assess your anticipated funding needs and possible additional resources that may be needed for the implementation of the project.
- Define the general project proposal you intend to present in the Grant Application.

### Phase II:

- If not previously established, negotiate a written collaboration agreement<sup>1</sup> with one or more organizations with whom your organization will be working to prepare and implement the eventual proposal, outlining to the greatest extent possible, the lead-organization, the lead project-activist, the responsibilities of the organizations with regard to time and, perhaps, financial resources to be committed to the development of the proposal, banking and accounting arrangements, publicity and/or confidentiality, responsibility for distribution/use of funds if awarded the Grant, and other relevant provisions.
- Identify prior work or related activities of other organizations having similar or related missions both locally and more broadly, to determine whether the selected goals of the project have been substantially met in other locales and, if so, how; and if similar attempts have been less than successful, attempt to determine what was lacking in those projects or why, in any event, they did not achieve a more successful outcome.
- Obtain and review research documents and other information, if any, that you believe would be of assistance in devising your portion(s) of the project.
- If you have not previously done so, begin to involve in the planning and development of the details of your proposal, representatives of the population(s) sought to be helped as a result of the selected project.
- Determine the feasibility of obtaining any additional funding in order to implement your proposal.

### Phase III:

- Continue to work with collaborative partner(s) to refine the proposal and develop your concepts and ideas in a summary format to clarify the proposal's elements and scope.
- Create a budget wish list by reviewing your summary; list everything that's going to cost money.

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<sup>1</sup> A sample Collaboration Agreement may be downloaded by clicking [here](#), or a hard copy will be provided upon request.

- Identify any additional funding sources and determine the typical or, perhaps, specific, length of time between application and funding so as to coordinate such funding with your ability to present a definitive proposal containing all essential elements by the submission deadline.
- Re-read the specific proposal instructions and guidelines of the Foundation's RFP to be certain that you have no questions regarding the requirements for the submission of a Grant Application, and clarify any questions with Foundation Staff.
- Be sure all collaborative partners are aware of the Foundation's published grant proposal submission deadline.
- Determine who will participate in the writing of the Grant Application and, if pertinent, which portions of the writing will be assigned to each.

#### Phase IV:

- Outline the application structure.
- Work with your business office on the completion of any required budget forms, as well as any alternate funding agreements.
- Plan, develop, and draft preliminary data and complete the first draft of the entire grant proposal.
- Seek high-quality feedback and impartial criticism from your staff, associates or colleagues.
- Write all sections, which can include the Signature Page, Abstract, Research Plan, and Budget.
- Coordinate with your business office any remaining tasks that need to be completed

#### Phase V:

- Proof-read the entire proposal, make all budget revisions, and all necessary proposal adjustments.
  - Review and make final updates to your grant proposal timeline so the sponsor deadline will be met.  
10 working days prior to the submission deadline:
  - Send final proposal to the collaborators for a final review prior to submission.
  - Implement and/or respond to all comments and suggestions given during the review, and incorporate any agreed changes into your grant proposal.
- Prior to the April 1, 2018 grant submission deadline:
- Submit your grant proposal to the Foundation in the manner they have requested.
- After the Foundation's deadline:
- Contact the Foundation to be sure the proposal was received.