

The University of Alaska Fairbanks Presents



Grant Technical Assistance Program (GTAP)



2024 Pilot brought to you by the Alaska Blue Economy Center (ABEC)
Improving the success rate of Alaskan organizations seeking federal and foundation funding.

Supporting Alaskan coastal communities, particularly in the areas of mariculture, energy, and innovation within those sectors

Introductory Workshop

January 2024

Prepared and Presented by ABEC and Grant Management Associates

Workshop Contents Overview

- **Introduction** (5 mins)
 - About ABEC and GTAP
 - About GMA
 - Today's Agenda
 - **Grant Opportunities** (30 mins)
 - What's out now or expected soon
 - How to conduct grant research
 - Access to GMA's online research matrix for GTAP
 - **Grant Application Preparation – grants 101** (90 mins)
 - Research Grants
 - Demonstration Grants
 - Implementation Grants
- Break (5 mins)
- Process Overview
 - **TA Program Overview** (30 mins)
 - **Q&A** (20 mins)



Introduction (5 mins)

- About ABEC – Gwen Holdmann, Whitney Tallarico
 - Who is ABEC
 - What ABEC does
- About GTAP – Gwen Holdmann, Whitney Tallarico and Tommy Sheridan
 - Why we created the Grant Technical Assistance Program (GTAP)
 - Pilot Program
 - Benefits to Alaskan entrepreneurs and communities
- About grants in general
 - Non-dilutive capital and project funding
 - Specific performance requirements detailed in the grant

About GMA

- Founded in 2009, woman owned small business
- 45+ professional grant writers nationwide
- Recently passed \$1B in grant awards for our clients
- We offer more than just grant writing services
 - Grant TA program administration
 - Community outreach and engagement
 - Business planning
 - Partnership development

Grant Opportunities

- Review of Grant Opportunities (20 mins)
 - GMA matrix in Asana at: Attendees have comments only rights
 - GMA will continue to update this matrix at <https://app.asana.com/0/1206343834993480/>
 - You must be invited to access this project. All registered attendees to this workshop have been invited. If you don't see an invitation in your email, check you spam or junk folders. Whitelist Asana to prevent notifications from Asana going to spam.
 - GMA updates will send notifications to all members of the project.
 - The next slide shows what the project looks like.

GMA Research Matrix for GTAP

#	Task name	Status	Research Ar...	Assignee	Due date	Due Date N...	Opportunity...	Funder/Age...	State, Feder...	Status of th...
▼ Mariculture-Related Opportunities										
1	Regional Food System Partnership	Review	Sustainable ...					USDA	Federal	
2	Ocean Technology and Interdisciplinary Coordination	Review				2/15 deadline an...		National Science ...	Federal	Open
3	Value-Added Producer Grants	Review	Sustainable ...			Deadline based o...	Grant Pr...	USDA	Federal	Forecasted
4	FY2021 to FY2024 NOAA Broad Agency Announcement (BAA)	Review	Climat... +2		Sep 30, 2024		Grant Pr...	Department of C...	Federal	Open
5	Agriculture and Food Research Initiative Competitive Grants Program	Review			Dec 29	Many sub-progra...	Grant Pr...	Department of A...	Federal	Open
6	USDA - Small Business Innovation Research and Small Business Technology	Review	Climat... +1			Deadline estimat...	Grant Pr...	Department of A...	Federal	Forecasted
7	Resources Legacy Fund Grantmaking Opportunity	Review				Rolling	Grant Pr...	Resources Legacy...	Private	Rolling
8	Regenerative Agriculture Foundation Grant	Review				Rolling	Grant Pr...	Regenerative Agr...	Private	Rolling
9	North Pacific Research Board RFP	Review	Sustainable ...			Rolling	Grant Pr...	North Pacific Res...	Private	Rolling
10	Environmental Conservation: Marine Conservation Initiative	Review	Marine Cons...			Rolling	Grant Pr...	Gordon E And Be...	Private	Rolling
11	AK Environmental Quality Incentives Program (EQIP)	Review	Sustainable ...			Rolling	Grant Pr...	USDA: Natural Re...	Federal	Rolling
12	IFT: Seeding the Future Grand Prizes	Review			Aug 1, 2024		Grant Pr...	Institute of Food ...	Private	Open
13	IFT: Growth Grants	Review			Aug 1, 2024		Grant Pr...	Institute of Food ...	Private	Open
14	Paul M. Angell Family Foundation Conservation Grant	Review	Marin... +2		Jan 8, 2024		Grant Pr...	Paul M. Angell Fa...	Private	Open
15	2024 Alaska Native Organization Co-Management Funding Program	Review	Marine Cons...		Feb 2, 2024		Grant Pr...	National Oceanic...	Federal	Open
16	Environment Initiative Grants	Review	Climate Cha...		Jan 17, 2024	Rolling	Grant Pr...	Roy A Hunt Foun...	Private	Rolling
17	Alaska Mariculture Cluster - Other Mariculture Species RFP	Review			Jan 14, 2024	Deadline Extende...	Grant Pr...	Alaska Maricultur...	Private	Open
Add task...										
▼ Enerav-related Opportunities										

Access the matrix project at: <https://app.asana.com/0/1206343834993480/>

Now, we will look at a few opportunities that are currently in the matrix.

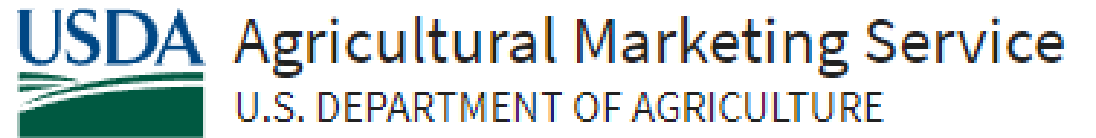
Regional Food System Partnership

\$56,000,000 in funding available

Minimum award = \$100,000

Maximum award = \$1,000,000

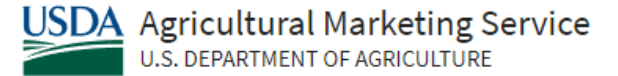
Match required = 25%



Eligibility: Eligible entities include agricultural businesses or cooperatives, producer networks or associations, community supported agriculture networks or associations, food councils, local governments, nonprofit corporations, public benefit corporations, economic development corporations, regional farmers market authorities, and tribal governments. Eligible partners include state agencies or regional authorities, philanthropic corporations, institutions of higher education, and commercial, federal or farm credit system lending institutions.

Regional Food System Partnership – continued

Website: <https://www.ams.usda.gov/services/grants/rfsp>



Program Purpose: The Regional Food System Partnerships (RFSP) program supports partnerships that connect public and private resources to plan and develop local or regional food systems. The program focuses on strengthening the viability and resilience of regional food economies through collaboration and coordination. RFSP supports public-private partnerships that plan and develop relationships between local and regional producers, processors, intermediaries, and institutional markets or institutional food service operations through local and regional producers and local and regional food systems.

Project Types: RFSP offers three types of projects, 24-month Planning and Design, 3-year Implementation and Expansion Projects, and Farm to Institution. The funding for each project ranges from \$100,000 to \$1,000,000.



Regional Food System Partnerships

[HOME](#) > [SERVICES](#) > [GRANTS & OPPORTUNITIES](#) > [REGIONAL FOOD SYSTEM PARTNERSHIPS](#)

[Overview](#)

[How do I Apply](#)

[How to Administer the Award](#)

[How to Become an Application Reviewer](#)

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Program Purpose

The Regional Food System Partnerships (RFSP) program supports partnerships that connect public and private resources to plan and develop local or regional food systems. The program focuses on strengthening the viability and resilience of regional food economies through collaboration and coordination. RFSP supports public-private partnerships that plan and develop relationships between local and regional producers, processors, intermediaries, and institutional markets or institutional food service operations through local and regional producers and local and regional food systems.

Project Types

RFSP offers three types of projects, 24-month Planning and Design, 3-year Implementation and Expansion Projects, and Farm to Institution. The funding for each project ranges from \$100,000 to \$1,000,000.

Available Funding

Approximately \$56.5 million will be available to fund RFSP projects in FY 2023.

Funded projects under the RFSP in 2022:

State	Recipient	Project Name
CA	Siskiyou County Economic Development Council	Connecting Siskiyou's Small Farms and Institutions
CO	Nourish Colorado	Collaborative Models and Standardizing Metrics for Local Purchasing among Rural Institutions Project (CMSM Project)
IA	Practical Farmers of Iowa	Strengthening & Expanding Iowa's Food Hubs to Develop & Retain New Institutional Markets
KY	Kentucky Horticulture Council	Grow Up! Expanding Kentucky's regional produce market opportunities
MA	Third Sector New England, Inc.	Rooted in Community: A localized approach to growing the farm to institution movement in New England
MI	Groundwork Center for Resilient Communities Inc	Inc Resilient Relationships, Resilient Supply
OH	Cuyahoga County Board of Health	Feed Our Future: Planning, Partnerships and Projects to Increase Local Food Spending
VA	Health Care Without Harm	Oregon Farm to Institution Collaborative (OFIC)

California

Recipient: Siskiyou County Economic Development Council, Yreka, CA

District: CA-001

Project Type: Farm to Institution

Award Amount: \$353,442

Match Amount: \$118,548

Total Project Amount: \$471,990

Connecting Siskiyou's Small Farms and Institutions

The agricultural economic sector in Siskiyou County is facing a dire crisis due to persistent drought, year-over-year wildfires, and environmental pressures faced by small farms. This, paired with major market shifts, is culminating in the urgent decision for small farms across Siskiyou to innovate or exit. Siskiyou Economic Development Council (SEDC) is pairing with key partners throughout Siskiyou and the greater region to launch an initiative to expand market opportunities for Siskiyou producers. These efforts will create opportunities for farms to diversify and create business resiliency in the face of catastrophe.

Connecting Siskiyou's Small Farms and Institutions will establish a critical network of local farms and regional institutional food buyers throughout Siskiyou County and its bordering communities. Through one-on-one technical assistance, SEDC will work to develop business plans and strategies that will connect key stakeholders and identify gaps in the necessary infrastructure to cultivate a thriving farm-to-institution economy.

This project will provide technical assistance to producers to develop capacity, skill, and scale to address the institutional markets and will cultivate a strong foundation for ongoing connections between buyers and small farms. This program will build upon the SEDC's work in the agriculture sector and community food system and will leverage existing relationships with agricultural producers, support organizations, and expert business consultants.

This program will strengthen the institutional local food system, identify gaps in infrastructure and supply chain partners, and connect local small farms to viable new markets to create long-term sustainability for one of Siskiyou's most important economic sectors.

Colorado

Recipient: Nourish Colorado, Denver, CO

District: CO-001

Project Type: Farm to Institution

Award Amount: \$ 998,758

Match Amount: \$ 250,000

Total Project Amount: \$1,248,758

Collaborative Models and Standardizing Metrics for Local Purchasing among Rural Institutions Project (CMSM Project)

The CMSM project aims to infuse more resources and cooperation among institutions, farmers, and food hubs so they can build their capacity and networks. The goal of the project is to develop baseline local procurement data and metrics and create and test a model for collaborative purchasing in southeastern Colorado. This will allow us to strengthen partnerships in the region, provide more training and technical assistance support, agricultural producer support, evaluation support, and build the overall capacity of the program to promote farm to institution programs in southeast Colorado and build a model that can be replicated in other regions of Colorado.

The partnership will include Nourish Colorado, which will manage the overall project, the Colorado Departments of Education (CDE), Public Health & Environment (CDPHE), and Human Services (CDHS), as the providers of publicly funded meal programs like K12 school lunches, early childhood education (ECE) meals, and Older Adult (OA) Meal Programs to assist us with developing relationships with institutional partners. We are partnering with Ogallala Commons to assist with strengthening partnerships with farmers and producers in southeastern Colorado, as well as Colorado State University (CSU) Food Systems Institute for Engagement to assist with engagement and evaluation. Each partner will have a role in each focus area. Additionally, the project will include one to two convenings of all partners every year of the project to discuss initial goals, data collection, and next steps.

How to Conduct Grant Research

- Find the opportunities

- www.Grants.gov – largest database of federal grant opportunities
- <https://akfederalfunding.org/grant-opportunities/>
 - This is a summary of Federal and State grant opportunities, relevant to Alaskans. This collection of grants continues to be updated. Grants specific to tribal governments [can be found here.](#)
- Alaska Community Foundation
 - <https://alaskacf.org/grants/>

How to use the search features – basic and advanced

- Keywords
- Boolean search parameters



Boolean Search Parameters in grants.gov

Operator	Description	Example
" "	Exact Phrase	<i>"water conservation"</i>
OR or	This is the default conjunction operator. If there is no operator between two words, the operator is used. The operator links two words and if either or both of the words exist then display them in the results. This is equivalent to a union of sets.	Example 1: <i>space AND flight</i> Example 2: <i>"water conservation" AND "habitat restoration"</i> This searches for opportunities that contain <i>space</i> and <i>flight</i> (Example 1) or <i>water conservation</i> and <i>habitat restoration</i> (Example 2).
And or &&	The operator finds results where both words exist.	Space AND flight, "Water conservation" AND "habitat restoration"
NOT or !	Exclude opportunities that contain the word after this operator. This is equivalent to a difference using sets. Note: The NOT operator cannot be used with just one word or exact phrase. For example, the following search will return no results: NOT <i>"water conservation"</i>	<i>habitat NOT "water conservation"</i> This searches for opportunities that contain <i>habitat</i> but not <i>water conservation</i> .
+	Require that the word or exact phrase after the operator exists.	<i>+water conservation</i> This searches for opportunities that must contain <i>water</i> and may or may not contain <i>conservation</i> .
-	Exclude opportunities that contain the word or exact phrase after the operator.	<i>"water conservation" -" habitat restoration "</i> This searches for opportunities that contain <i>water conservation</i> but not <i>habitat restoration</i> .

Boolean Search Parameters in grants.gov - continued

Operator	Description	Example
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	<i>te?t</i> This searches for opportunities that contain a word such as <i>tent</i> , <i>test</i> , or <i>text</i> .
*	To perform a multiple character wildcard search. This looks for zero or more characters.	<i>test*</i> This searches for opportunities that contain a word such as <i>test</i> , <i>tests</i> , or <i>tester</i> .
~ followed by integer >1	Proximity search: The search supports finding words that are within a specific distance away from each other in a data set. To do a proximity search, use the operator at the end of a phrase.	<i>"water conservation"~10</i> This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> within 10 words of each other.
~ or ~ followed by number 0-1	Fuzzy search: Use the operator at the end of a single word to do a fuzzy search. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only words with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. The default of 0.5 is used if the parameter is not given.	Example 1: <i>roam~</i> This searches for opportunities that contain a word with the default similarity value of 0.5 such as <i>foam</i> , <i>roams</i> , <i>rooms</i> , or <i>roaming</i> Example 2: <i>roam~0.8</i> This searches fo
Complex	Use a combination of operators to perform complex queries.	<i>water AND conservation NOT habitat</i> This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> , but not " <i>habitat</i> " " <i>water habitat</i> " AND (<i>conservation</i> OR <i>restoration</i>) <i>water habitat</i> " in addition to either of <i>conservation</i> or <i>restoration</i> . <i>+water conservation AND analysis~</i> This searches for opportunities that must contain <i>water</i> , may or may not contain <i>conservation</i> , and contain a word similar in spelling to <i>analysis</i> such as <i>analysts</i> or <i>analyses</i> .

Asana for Managing Grant Lists

- Access to a private project for your own use
 - We have provided you with a link to your own private project, check email
- Copy items from the GMA matrix to your own project
- Use Asana for collaborative discussion with your team and partners
 - Listing and organizing
 - Discussion
 - Tasking
 - Document storage



What your private Asana project will look like.

The screenshot displays the Asana interface for a private project titled "Private Project for ORG". The top navigation bar includes a "Create" button, a search bar, and a user profile icon. The project header shows the name "Private Project for ORG" and a "Set status" option. Below the header, there are navigation tabs for Overview, List, Board, Timeline, Calendar, Workflow, Dashboard, Messages, and Files. The main area is a task list with columns for Task name, Status, Research Ar..., Assignee, Due date, and Due Date N... The tasks are grouped into sections: Admin, Mariculture-Related Opportunities, Energy-related Opportunities, Other Opportunities to Consider, and Closed. The task "Link to the GTAP funding matrix" is highlighted. To the right, a task detail pane is open for this task, showing a description and a list of steps for copying opportunities from another project.

Private Project for ORG Set status

Overview List Board Timeline Calendar Workflow Dashboard Messages Files

+ Add task Filter Sort Hide

#	Task name	Status	Research Ar...	Assignee	Due date	Due Date N...
Admin						
1	GTAP Award Notification					
2	Link to the GTAP funding matrix 1					
3	Other grant search resources 1					
4	GMA's High Level Scope of Work / Budget Templa					
5	TRL Reference List 1					
6	Link to Question Submission Form 1					
7	GTAP Contacts 1					
Add task...						
Mariculture-Related Opportunities						
#	Add task...					
Energy-related Opportunities						
#	Add task...					
Other Opportunities to Consider						
#	Add task...					
Closed						
#	Add task...					

Link to the GTAP funding matrix

Description

Visit the **GTAP Research Matrix to see grant opportunities.** In this project you have rights only to view and comment on tasks. To edit the fields in any task, you will need to copy the task to your private project.

To copy opportunities you find there to this private project, follow these steps:

1. Go to the **GTAP Research Matrix** project and look for relevant opportunities.
2. Click on an opportunity to see its detail pane.
3. Click the Task Menu (three dots button) in the upper right corner of the task detail pane.
4. Select "Duplicate Task" from the menu. This will create a task called "Duplicate of..." whatever task you are in.
5. Click on the duplicate task to see its detail pane.
6. Near the top of the detail pane is a field called "Projects". It will show the **GTAP Research Matrix** project tag, the current project you are in.
7. Click the Add to Projects button just below the current project tag. A drop-down menu will appear allowing you to scroll through the list or type. Scroll down or start to type the name of your organization until you see your project will appear in the list. When you see your project, select it. Now the task will exist in both projects simultaneously (FYI, this is called multi-homing).
8. Remove the **GTAP Research Matrix** project by clicking the "X" on the project tag. Now the task will exist only in your private project.
9. Edit the name of the task to remove "Duplicate of"
10. Move the task where you want it in your project list.

Add a comment

Collaborators + Leave task

Grant Application Preparation (grants 101)

- Reviewing the solicitation
 - Understanding terminology
 - Focus first on key elements, then go back for more details, fine print
 - Understand NOFO goals and objectives, agency priorities
 - Understand eligibility and match requirements
 - Look for constraints such as Buy America
 - Understand funding limits and alignment with your project idea(s)
 - Assess competitiveness of the competition, likelihood of success
 - Understand legal issues, IP concerns, privacy of information, risk
 - Look at prior awarded applications for this grant, if available
 - Understand the point allocations for scoring, where you need to focus

Legal / Risk Considerations

- Grant award is a legal contract
- You can decline an award before contract is signed
- Ensure to read all the fine print
- Do what you said you would do in your application
- Don't spend money on unauthorized expenses
- Willfully violating the terms of your grant agreement can be serious
- Accounting and reporting administrative requirements
- Disclosure of information / privacy

Technology Readiness Levels

Technology Readiness Levels			
Relative Level of Technology Development	Technology Readiness Level	TRL Definition	Description
System Operations	TRL 9	Actual system operated over the full range of expected conditions	Actual operation of the technology in its final form, under the full range of operating conditions. Examples include using the actual system with the full range of wastes.
System Commissioning	TRL 8	Actual System completed and qualified through test and demonstration	Technology has been proven to work in its final form and under expected conditions. In almost all cases, this TRL represents the end of true system development. Examples include developmental testing and evaluation of the system with real waste in hot commissioning.
	TRL 7	Full-scale, similar (prototypical) system demonstrated in a relevant environment	Prototype full scale system. Represents a major step up from TRL 6, requiring demonstration of an actual system prototype in a relevant environment. Examples include testing the prototype in the field with a range of simulants and/or real waste and cold commissioning.
Technology Demonstration	TRL 6	Engineering / pilot-scale, similar (prototypical) system validation in a relevant environment	Representative engineering scale model or prototype system, which is well beyond the lab scale tested for TRL 5, is tested in a relevant environment. Represents a major step up in a technology's demonstrated readiness. Examples include testing a prototype with real waste and a range of simulants.
Technology Development	TRL 5	Laboratory scale, similar system validation in a relevant environment	The basic technological components are integrated so that the system configuration is similar to (matches) the final application in almost all respects. Examples include testing a high-fidelity system in a simulated environment and/or with a range or real waste and simulants.
	TRL 4	Component and/or system validation in a laboratory environment	Basic technological components are integrated to establish that the pieces will work together. This is relatively "low fidelity" compared with the eventual system. Examples include integration of "ad hoc" hardware in a laboratory and testing with a range of simulants.
Research to Prove Feasibility	TRL 3	Analytical and experimental critical function and/or characteristic proof of concept	Active research and development is initiated. This includes analytical studies and laboratory scale studies to physically validate the analytical predictions of separate elements of the technology. Examples include components that are not yet integrated or representative. Components may be tested with simulants.
Basic Technology Research	TRL 2	Technology Concept and/or application formulated	Invention begins. Once basic principles are observed, practical applications can be invented. Applications are speculative, and there may be no proof or detailed analysis to support the assumptions. Examples are still limited to analytic studies.
	TRL 1	Basic principles observed and reported	Lowest level of technology readiness. Scientific research begins to be translated into applied research and development (R&D). Examples might include paper studies of a technology's basic properties.

Research Grants

- Small Business Innovation Research – [NOAA](#), [USDA](#), [DOE](#), etc.
- [Agriculture and Food Research Initiative](#) - USDA
- Research Fundamentals
 - TRL 1-5
 - A literature review on the research done to date
 - Describe your research efforts to date
 - Propose a research plan that will advance the field further
 - Academic and industrial partners in research projects
 - Experienced PI that has conducted similar research before
 - Use best practices in research project design
 - Define measurable research goals and objectives
 - Understand the considerations of doing research with government funding
 - Explain how the research will impact the field, quantify

Demonstration Grants

- DOE – [Conversion Research and Development Funding Opportunity](#)
- Demonstration Fundamentals
 - TRL 5-8
 - Proving the technology works in relevant environments
 - Include measurement and verification (M&V) of claimed impacts
 - 3rd Party academic or industrial partners in M&V
 - Iterate on the product to optimize performance based on M&V
 - Customer / stakeholder feedback and integration
 - Demonstrate integrations with other systems and technologies
 - Stakeholder & community engagement

Implementation Grants

- [Rural Energy for America Program](#)
- Implementation Fundamentals
 - TRL 9
 - Manufacturing production, deployments, commercial installations
 - Benefits for disadvantaged communities
 - Market penetration, widespread adoption
 - Quantify impacts and benefits
 - Jobs and economic growth, community impacts
 - Stakeholder and community engagement


Define your Project Concept(s)

- Summary paragraph for a high-level concept description
- Check for alignment with the NOFO
- Choose the concept that most closely aligns to the NOFO
- Modify the concept to maximize scoring
- Develop project concept with partners
- Solicit needed partners
- Identify essential costs e.g. equipment, materials and labor
- The GMA template High Level Scope of Work template

Recruiting Partners

- Define your project as much as you can
- Explain the grant opportunity and requirements
- Be as clear and specific about your needs from a partner
- Explain what's in it for them if they participate
- A slide deck is often very helpful
- Budget to enable their participation
- Obtain firm commitment for their participation

GMA High Level Scope of Work Template

GRANT MANAGEMENT ASSOCIATES - HIGH LEVEL SCOPE OF WORK / BUDGET WORKSHEET		HL SOW												
 Instructions: Pass 1: Add chronological task list organized into main tasks and sub tasks Pass 2: Add position titles for applicant team. Unhide additional columns (M-X) if needed. Add subcontractors (named or TBD). Adjust fringe rate for applicant in cell AA11. Put a "1" in every intersection of position title on tasks where that position will have a role Pass 3: Change 1's to dollar amounts for each role per task. Add match where known. Add other costs for travel, equipment, supplies, other, etc. add columns if needed. Confirm total project grant cost is within solicitation funding limits. Adjust tasks if needed to stay within the grant funding limit. If adding columns, adjust summing formulas.		CLIENT NAME		NAME		DATE		PROJECT TITLE						
		SOLICITATION		SOLICITATION ID		11/6/2023		TBD						
		Project Goals:												
		Project Objectives:												
		Project Period (months)								APPLICANT				
		Milestones / Deliverables (optional)			Time	Cost			NAME					
Task #	Task / Subtask	Milestone(s)	Deliverable(s)	Target Date	(Months)	Grant	Match	Total	Position Title	Position Title	Position Title	Position Title	Position Title	
									Grant	Grant	Grant	Grant	Grant	
1.0	Grant Admin					68,070	2000	70,070	10000					
1.1	Kickoff Call		Meeting Notes			0	0	0						
1.2	Conduct Subcontracting		Subcontracts			0	0	0						
1.3	Prepare and Deliver Progress Reports		Progress reports			0	0	0						
1.3.1	Progress Report 1					0	0	0						
1.3.2	Progress Report 2					0	0	0						
1.4	Conduct Recordkeeping and Prepare & Submit Invoices		Invoices			0	0	0						
1.5	Prepare and Deliver Final Report		Final Report			0	0	0						
2.0						0	0	0						
						0	0	0						
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						0	0	0						

You will receive this template as part of the GTAP, in your private Asana project

SHORT BREAK
(5 minutes)

**Restroom
Break**

Develop your Narrative

- Follow the instructions
- Start with an outline that aligns to the NOFO
- Make it easy for reviewers to evaluate your work
- Calculating impacts and benefits
- Have partners contribute to the narrative
- Use the scoring rubric
- Outside reviewers are important



Develop your budget

- Start with the High-Level Scope of Work / Budget template
- Use required format for final budget
- Have supporting documentation to justify budget items
- In some cases, an RFP may be needed to find providers / partners
- Make sure you have the required match in hand
- Align budget to performance period and budget periods as required
- Estimate future costs and changes to costs

Match Funding / Cost Sharing

- General info here, specifics will be in the NOFO
- Cash reserves, investors, bank line of credit
 - No future revenues
 - Uncommitted match is useless
 - No qualified commitments
- In-kind match
 - Existing resources committed without compensation
 - Valuation
- Documenting your committed match
- Match must be spent during the grant project period



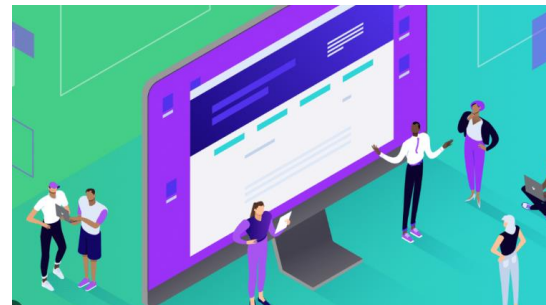
RFP Considerations

- RFPs can be a good way to procure partners or vendors
- Whoever helps prepare the RFP usually cannot respond to it
- Leave adequate time for the RFP process
- Define your evaluation / scoring criteria



Community Benefits, Outreach & Engagement

- Of increasing importance
- Before, during and after your project
- Meaningful involvement of stakeholders
- Who are stakeholders
- Disadvantaged communities
- Involve partners in your CBP planning efforts, early
- Document community engagement
- Secure relevant partners
- DEIA considerations
- SMART goals and objectives



Additional Documentation

- Evidence of the problem
- Service area definition and maps, DACs
- Diagram or flowcharts
- Logic models
- Site control documentation
- MOUs, supplier and offtaker agreements
- Resumes and past project descriptions
- Org chart and staffing plan
- Jobs, recruiting, hiring, DEIA plan
- Competition research and stats
- Market opportunity / analysis
- Business / Mfg. plan
- Community Benefits Plan
- Management Plan
- Data Management Plan
- Technical Specs
- Product testing results
- Scientific data
- Assumptions for calculations
- GHG calculations

Technical Assistance Program Overview

- Program description and Support Levels
- Completing the TA application form
- How applications will be evaluated
- How services will be delivered
- Timeline for services



Program Description

- **Who:** Alaskan businesses, coastal communities, mariculture, energy, and innovation within those sectors
- **What:** Technical assistance provided by GMA.
- **Where:** Virtual and remote support system
- **When:** Starting now through May 2024, and beyond
- **Why:** Funding is critical to advancement. Grant writing is hard. Professional services are expensive. Small businesses need help to be successful. GTAP fills that gap.
How: Identify your needs. Complete a TA application. Get support.
 - TA Levels 0-6.

Level 0

- Initial Consultation (1 hour)
- All applicants to the TA program will receive 1 hour of initial consulting with GMA to answer specific applicant questions, review the grant opportunity(ies) that the applicant is considering, or to discuss grant and organizational readiness and next steps.

Level 1

- **LEVEL 1 TA: FUNDING RESEARCH**
- Upfront Consulting - strategy and approach to what grants would be most applicable (~2 hours)
- 1-2 Months of research, prepare matrix (~10 hours)
- Client meetings to discuss opportunities (~3 hours)
- **TOTAL TA = ~15 hours of GMA support (~\$3,375 value)**

Level 2

LEVEL 2 TA: APPLICATION DEVELOPMENT OR ORGANIZATIONAL READINESS

APPLICATION DEVELOPMENT	ORGANIZATIONAL READINESS
Upfront Consulting - strategy and approach (~2 hours)	Upfront Consulting - strategy and approach (~2 hours)
Mid-point review and feedback - review and feedback on narrative, scope, budget, etc. (~8 hours)	Systems Development and Implementation (~8 hours)
Final review and feedback - 1 week before submission (~8 hrs)	Policy & Procedure Development, Staffing (~8 hours)
<u>Project Management (~2 hours)</u>	<u>Project Management (~2 hours)</u>
TOTAL = ~20 hours of GMA support (~\$4,500 value)	TOTAL = ~20 hours of GMA support (~\$4,500 value)

Level 3

LEVEL 3 TA: APPLICATION DEVELOPMENT OR ORGANIZATIONAL READINESS

APPLICATION DEVELOPMENT	ORGANIZATIONAL READINESS
Upfront Consulting - strategy and approach (~3 hours)	Upfront Consulting - strategy and approach (~3 hours)
Mid-point review and feedback - review and feedback on narrative, scope, budget, etc. (~12 hours)	Systems Development and Implementation (~12 hours)
Final review and feedback - 1 week before submission (~10 hrs)	Policy & Procedure Development, Staffing (~10 hours)
<u>Project Management (~3 hours)</u>	<u>Project Management (~3 hours)</u>
TOTAL = ~28 hours of GMA support (~\$6,300 value)	TOTAL = ~28 hours of GMA support (~\$6,300 value)

Level 4

- **LEVEL 4 TA: APPLICATION DEVELOPMENT**
- Upfront Consulting - strategy and approach (~5 hours)
- Scope of Work Development (~4 hours)
- Narrative Outline Development (~4 hours)
- Mid-point review and feedback (~10 hours)
- Editing (~8 hours)
- Final review and feedback (~10 hours)
- Project Management (~4 hours)
- **TOTAL TA = ~45 hours of GMA support (~\$10,125 value)**

Level 5

- **LEVEL 5 TA: APPLICATION DEVELOPMENT**
- Upfront Consulting (~6 hours)
- Scope of Work Development (~5 hours)
- Narrative Outline Development (~4 hours)
- Narrative Writing and Editing (~20 hours)
- Mid-point review and feedback (~12 hours)
- Editing (~12 hours)
- Final review and feedback (~12 hours)
- Project Management (~6 hours)
- **TOTAL TA = ~77 hours (~\$17,325 value)**

Level 6

- **LEVEL 6 TA: APPLICATION DEVELOPMENT**
- Upfront Consulting (~6 hours)
- Scope of Work Development (~8 hours)
- Narrative Outline Development (~4 hours)
- Narrative Writing and Editing (~34 hours)
- Mid-point review and feedback (~20 hours)
- Editing (~10 hours)
- Final review and feedback (~12 hours)
- Project Management (~6 hours)
- **TOTAL TA = ~100 hours (~\$22,500 value)**

Completing the TA Application Form

- To get the link to the TA Application form, please email eober@grantmanagementassoc.com
- When the form is live, the link will also be included in your Asana project
- Application form review
 - Answer questions, provide information
 - Attach relevant documents
- Applications for this round of TA will be accepted between 1/24/24 and **February 20, 2024**. Be sure to get your applications in before then.

TA Awards

- ABEC and GMA will determine awards
- Email notifications
- Program Manager will assign support personnel
- TA support team will contact you
- You can supplement TA support by contracting with GMA



TA Application Evaluation Criteria

- Merit Criteria

- Your readiness to proceed
- Thoroughness of your application
- Grant identification
- Project concept definition
- Defined project goals / objectives
- Ability to achieve goals and objectives
- Relevant partners
- Benefits and impacts

- Need Criteria

- Experience with grant applications
- Manpower to develop application
- Organizational readiness

- Relative Value Criteria

- What projects are most likely to succeed in winning an award
- What projects will have the greatest impact to the community and field
- What projects have the best return on the TA investment

Suggestions for Maximizing TA Support

- Find a grant; timing to apply
- Develop a project concept to propose
- Alignment of your project to the grant opportunity
- Have started to define a scope of work and tasks
- Budget plan, funding needed to do the project
- Explain / demonstrate / quantify the merit of your project
 - How the project will meet the goals
- Balance a need for support with capacity
- Quantify expected benefits and impacts
- Relevant partners secured on the project



Contracting with GMA

- If you think you will need more support than the TA award offers
- GMA can customize a scope of work to meet your needs & budget
 - Grant research / evaluation
 - Grant writing
 - Market or technology research
 - Project or benefit mapping
 - Benefit / impact / GHG calculations
 - White papers and literature reviews
 - Community benefits planning
 - Community outreach and engagement
 - Interview preparation
 - Contract negotiations
 - MOUs, letters and other agreements
 - Post-award grant management support



Q&A

- Live questions now
- You can also submit questions later
 - Question submission form:
https://form.asana.com/?k=Cz06glBXrdlusXp7l4mP_A&d=22833238439358
 - This link will be in your private Asana project



Contacts

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- ABEC:
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