Grants: *NOT* Free Money

Presented by

Gatchell Grant Resources, LLC

Presented by

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- Firefighter / Paramedic 25+ years
- Captain / EMS Coordinator
- State of Ohio Certified Firefighter/ EMS Instructor
- Certified Grant Specialist
- Certified Grant Administrator
- Grant Presentation Specialist
- FEMA Peer Reviewer 5 years
- Founder *Gatchell Grant Resources, LLC*

Diell (Didi) Everhart

- 7 years Firefighter / EMS
- 20 years Paralegal
- 20 years successful Grant Writer
- Certified Grant Administrator
- Mother of my grandchildren
- Co-founder of *Gatchell Grant Resources, LLC*

GGR, LLC Accomplishments




- Fire Stations
- Tornado Shelter
- Vehicles ranging from aerials, to police cars, to wildland interface, and everything in between.



Administered

- Disaster grants
- Building / construction grants
- Public safety grants – police & fire
- Federal, State, Foundation, & Community Grants


922
UHRICHSVILLE
19
CITY OF UHRICHSVILLE


Breathing air compressor
& cascade
ARCTIC
COMPRESSOR


CFS5.5
BAUER
COMPRESSORS


922
E-ONE


DRD
WILDERNESS
FIRE DEPT
FIREFIGHTER


PENN TWP
63
PENN TWP
87
B. BANKOS
BRAY
LAVELLE


LONDON
FIRE DEPT.

Basic Agenda

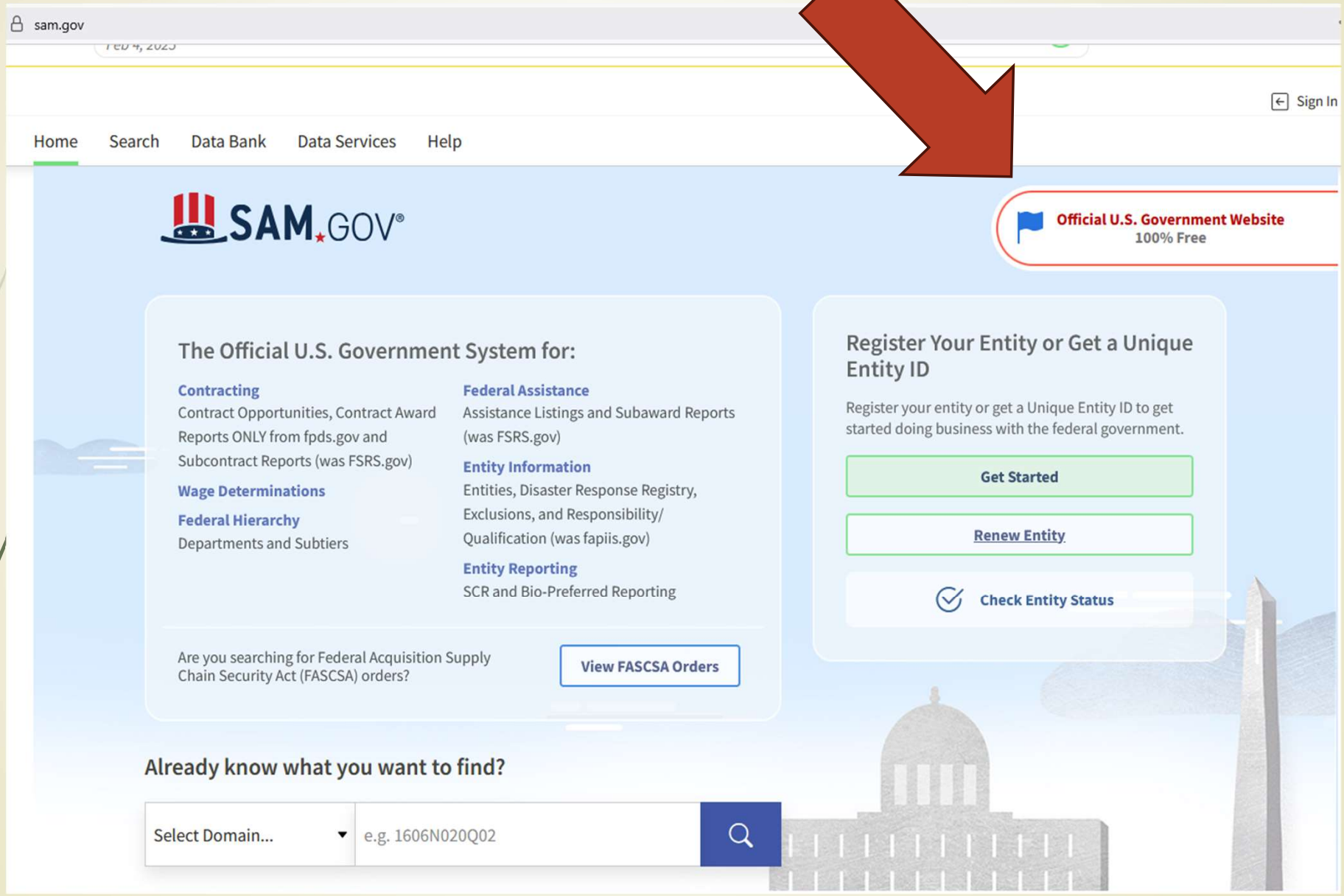
- Understanding number one misconception concerning grants
- Understanding application process including operational and project budget
- Understanding the waiting game
- Understanding post-award and administration process
- Questions / discussion

BEFORE YOU APPLY

Your *MOST* important task:

Register or Update
your SAM Registration at
sam.gov

Your MOST Important PRE-Application Step
SAM Registration

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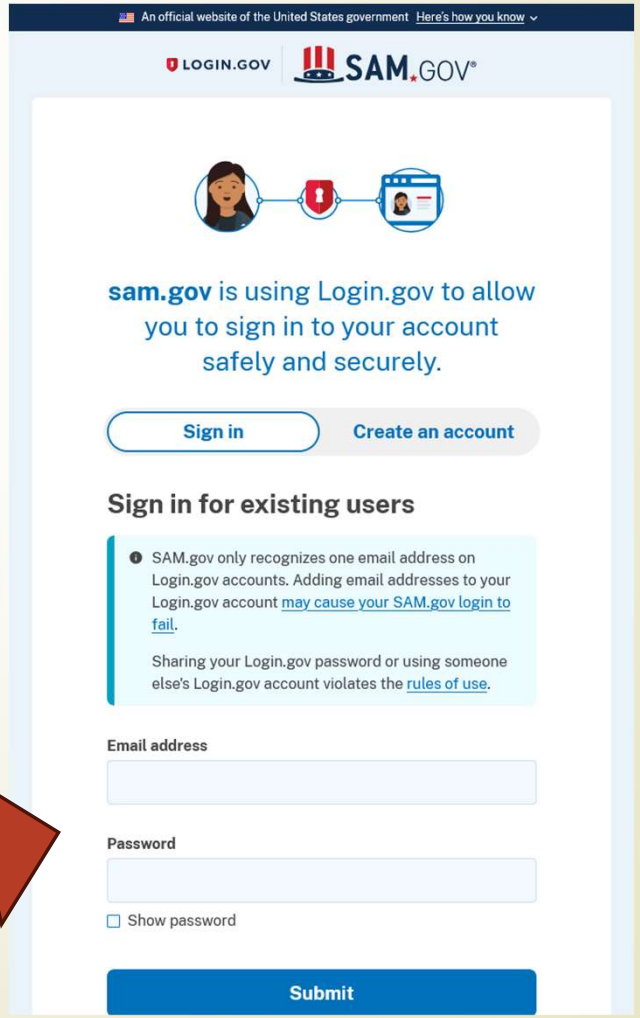
1
Official U.S. Government Website
100% Free


Official U.S. Government System for:
Register Your Entity or Get
SAM.GOV
You must agree to the SAM.gov Terms of Use to sign in. If you violate our Terms of Use, you may lose access to SAM.gov and we may take other legal action.
Using another person's email address and password to access SAM
prohibited.
Cancel
Agree
2


An official website of the United States government Here's how you know
LOGIN.GOV
SAM.GOV
sam.gov is using Login.gov to allow you to sign in to your account safely and securely.
Sign in
Create an account
Sign in for existing users
SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account may cause your SAM.gov login to fail.
Sharing your Login.gov password or using someone else's Login.gov account violates the rules of use.
Email address
Password
Show password
Submit
3

Grant Availability

Over $400 billion available annually

Federal

State

Local

Community

Private

Why are you not applying ?

Grant Misconceptions

- Grants are NOT free money
- Grants are a means to solve problems
- Grants are a means to form partnerships

  Concept is "not go big or go home" but find the grant that supports the problem to be solved

  Focus on the department within your township, village, or city- - - park department, law enforcement, cemetery, fire department, water treatment, community development

What is the Fiscal Officer's Role

(hint- playing nice in the sandbox when providing budgets)

Grants involve two distinct budgets:

- Township / Department Operational Budget
- Project budget

Budget Development

- On napkins
- On scraps of paper
- Excel spread sheet
- UAN
- Individual township program

All these can be worked with, but the numbers must balance !!!!!!!

No matter how budget is developed be sure to back it up….or it could get thrown out with burger wrappers !!!!!!

(yes, we still receive these types of budgets)

Township / Department Budgets

- Carefully read what application is requesting:
  - Current fiscal year vs. previous- this does get confusing, at times;
  - Many grants will ask for previous 3 years' budgets (township / department);
  - Total vs. operational budget – provide what is requested not more not less;
  - Operational budget often on separate paper;
  - If done online, grantee may have specific categories that cannot be changed; and
  - Department expenses cannot exceed income- funds must come from somewhere.

Problems - - Don't Worry

- Township in fiscal caution, watch, or emergency status;
- Funds have been embezzled; or
- Department is new.

These do not mean ineligible, but a call must be made to funder and explanation in narrative.

Operational Budget

- Definition -relating to routine function and activities of a department
- Does not routinely include capital projects and funds
- Category may be used to show where "excess" funds are allocated
- Remember – expenses cannot exceed income

Operational Budget concluded

- "Carryovers" need to be explained, especially when working on a long-range project;
- Do not be concerned with having a large operational budget; and
- Departments with large budgets also have large expenses.

Questions ???

Operational Budget continued

- Often word / character count is limited resulting in "grouping" of expenses
- Keep budget simple to read and understand
- Be specific but not too specific i.e. Office Supplies (ok) Pencils, pens, paper clips not so much
- Acronyms should be explained if not commonly used i.e. PERS, OP&F
- Term "miscellaneous" is a no-no unless a very small amount (approximately less than 5%) is clumped together

Simple Budget Example
Revenue

Organization Name		
2023 Revenue	Total	
Taxes		#DIV/0!
EMS Billing		#DIV/0!
Grants		#DIV/0!
Contracts fee-for-service		#DIV/0!
Fund Drives		#DIV/0!
Donations		#DIV/0!
		#DIV/0!
		#DIV/0!
		#DIV/0!
		#DIV/0!
Total	$ -	#DIV/0!
Personnel *Will AUTO FILL from Expenses!!	$ -	#DIV/0!

Simple Budget Example

Expenses

Organization Name	0		
2023 Operating Expenses	Subtotals	Group Totals	%
Personnel		$ -	#DIV/0!
Salaries			
Worker Comp			
Medicare / Social Security			
Retirement			
Training			
Insurances			
Deferred Comp			
Recruitment & Testing			
Uniforms			
Utilities		$ -	#DIV/0!
Total			
Supplies		$ -	#DIV/0!
Fire/Safety Supplies			
EMS Supplies			
Station Supplies			
Postage			
Office Supplies			
Printing & Binding			
Equipment		$ -	#DIV/0!
Fire&EMS Equipment			
Equipment Maintenance/Repairs			

Simple Budget Example

Expenses

continued	0		
Building Repairs & Maintenance		**$ -**	**#DIV/0!**
Building Repairs & Maintenance			
Vehicle Repairs & Maintenance		**$ -**	**#DIV/0!**
Vehicle Maintenance			
Fuel			
Vehicle Repairs			
Other		**$ -**	**#DIV/0!**
Dues/Licenses			
Contracts			
Insurances			
EMS Billing			
Tax Collection Fee			
Dispatching			
Fire Prevention			
Capital Purchase			
	TOTAL EXPENSES	**$ -**	**#DIV/0!**

REVENUE - EXPENSES	**=**	**0.00**

Expenses should reflect fire department expenses in a fiscal year.

If you provide both Fire & EMS services, combine for total. If you only run Fire, the fire expenses only.

If you have a one-time expense (vehicle purchase, refund, building, etc.) please list and explain.

Depreciation does not count as a tangible expense.

Please feel free to add additional line items if they do not fall into the categories listed.

Project Budget

Resolution to problem MUST guide budget
NEVER *ask for money !!!*

- Fiscal Officer MUST be informed of township / village obligation;
- Fiscal Officer must NOT be surprised with required matching funds;
- Fiscal Officer should NOT be surprised by sum of money showing up in account; and
- Fiscal Officer should understand, matching funds may be taken out of multiple fiscal years, if applicable.

Project Costs

Actual cost of project-money you are asking for from funding source including:

- Equipment-generally items over $5,000- keep within competitive pricing / follow bid out process per state/ Federal Standards/ or local standards; and

- Supplies- generally less than $5,000 that are consumable.

Realistic Costs

- Are project costs realistic or just wishful thinking;
- Are numbers based on factual information;
  - Do not go excessively high or excessively low; and
- Are requested items needed or just wanted ?

Project Costs continued

- Personnel:
  - Actual cost per hour;
  - Required by law; FICA/Social Security/ FUTA (Federal Unemployment Taxes)/ Insurances;
  - PERS (Public Employment Retirement);
  - Retirement;
  - Health Insurances;
  - SUTA or SUT (State Unemployment Taxes / Insurances;
  - Workers Compensation;
  - Training;
  - Physicals; and
  - Uniforms (if permitted).

Forming Project Budget

- Direct Cost- how much is project going to physically cost;
- Is project realistic or just wishful thinking; and
- Matching Funds- what is the responsibility of department / township.

Matching Contributions

- No match (we really, really like these);
- Cash- usually percent of awarded project; and
- In-kind or local contributions.

Let's Talk In-Kind Contributions

In-Kind Contributions can quickly add up and reduce out-of-pocket expenses.

In-kind contributions are dependent upon grant application guidelines.

- Definition- non-cash contribution to project;
- In-kind contributions demonstrates community commitment and support;
- In-kind contributions show good stewardship of monies; and
- Cash values are calculated are based on normal / prevailing wages or actual cost of goods or services.

In-Kind Examples

- Personnel time (above and beyond normal working hours);
- Volunteer time (actual hours / must be over 18 years old);
- Attorney (invoice must reflect donated time);
- Contractor (invoice must reflect donated time);
- Services (invoice must reflect donated time); and
- Fees waived (keep documentation).

In-Kind Where to Find

Declared Disasters

- FEMA schedule of equipment rates:

  https://www.fema.gov/assistance/public/tools-resources/schedule-equipment-rates

- Value of Volunteer Time by state:

  https://independentsector.org/wp-content/uploads/2025/04/vovt-state-by-state-data-2025.pdf

- Value of "office hours" outside of normal work hours.

Detailed documentation MUST be kept!!!

Example:
Mitigation of living sites in flood zone

- **Appraisals**

  Up to 8 homes @ $250 each = $2,000
- **Asbestos evaluation**

  Up to 8 homes @ $500 each = $4,000
- **Asbestos removal**

  Up to 8 homes @ $5,000 each = $40,000
- **Buy out**

  Up to 8 homes @ $150,000 each = $1,200,000
- **Demolition & debris removal**

  Up to 8 homes @ $5,000 each = $40,000
- **Grating & Reseeding**

  Up to 8 properties @ 1,000 each = $8,000

Total Project Cost

Total mitigation costs	$1,310,000
Administration costs 7%	$ 91,700
Total Project Cost =	$1,401,700

25% required match = $350,425

In-kind services = $346,920

Cash contribution= $3,505

We did it!!!!

(actual grant)

Waiting Game

- After 3-day open submission period you now enter the "Waiting Game Zone";
- Ensure SAM is current;
- Ensure access (id /passwords) are valid;
- Do NOT change point of contact (unless absolutely absolutely unavoidable until grant awarded); and
- Do **NOT** spend any funds in advance of grant award or grant will be revoked !!!

We are not exaggerating; funders will review web sites/ face book / or conduct a spontaneous site visit.

Post Award- General

- **Separate fund account (highly recommended);**
- **Assist Grant Administrator with preparing and submitting required reports (financial portion);**
- **Accountability for managing and accounting financial aspects;**
- **Assist Grant Administrator with Draw downs;**
- **Reconciling all funds and providing final financial reports; and**
- **Assure required audits are conducted if applicable.**
  - Entities that spend federal grant funds in a fiscal year are required to submit a single audit if they meet the following spending thresholds $600,000 (disaster) / $750,000 dependent upon grant type

General Project Budget Tips

- Check RFP (request for proposal) guidelines and previous awards for giving range;
- Check RFP for allowable costs;
- Check for Hardship exemptions; and
- If township has indirect costs be sure (if allowed) to include in budget request.

Questions ?????????

Please remember, grants are a means to resolve problems and enhance the financial state of operations.

Thank you for your time.

Gatchell Grant Resources, LLC