# Section 5.3: Identify and Secure Application Development Resources

## PURPOSE AND POLICY

Preparing a grant application can take a grant program manager a week or two to complete or may require a grant application team to spend several weeks assembling the application. To ensure these considerable resources are well invested, the grant program manager must carefully review the application requirements and determine what resources are necessary to prepare and submit the grant application.

## PROCEDURE

By the time the application period has opened, the grant program manager will know what is required for the grant application. For smaller grant applications (such as a foundation grant), the grant manager can usually prepare and submit the proposal (usually 5-7 pages) with little or no additional support. However, some grant applications (usually government funders) will require a great deal of work to assemble and may run 20 pages or more once additional documentation is included.

For these larger grant applications, grant program managers should approach this as a project manager would. The grant application is the scope of work to be completed.

1. Using the deadline, work backward to build an application development timeline. Include the deliverables, which are detailed in the application. These will generally include:

   - the program narrative
   - the budget (narrative and worksheet)
   - quantitative data to support the request (successful program outcomes, demographic information about constituents served, etc.)
   - qualitative information about the agency's accomplishments and key personnel who will implement the grant-funded program (may require résumés or CVs)
   - a sustainability plan for the program once the grant period has ended
   - Performance metrics
   - Federal grant application forms, if applicable
   - Additional requirements specific to the grant application. This may include letters of commitment from collaborative partners, letters of support from stakeholders, certifications from the Arizona Attorney General's Office, and other assurances or requirements, such as a National Environmental Policy Act (NEPA) review or Institutional Review Board (IRB) for Protection of Human Subjects in Research.

2. Once the application deadline (with deliverables) has been created, the grant program manager must determine whether the staff expertise to develop the application resides within the agency or whether the agency must contract with outside resources. This will comprise the application development team, which is discussed in greater detail in the next section (5.4).