

CSSP New Grantee Planning Worksheet – December 2016

Grantee Organization Name:

Project Deliverables	
Key Discussion Areas	Notes/Follow Up
<p>What are the key requirements outlined in the award document (taken from your project narrative)?</p>	
<p>Are you planning to develop any events/trainings/community gatherings with grant funds or grant funded staff? Will you develop curricula, brochures, flyers or other outreach materials? (Review event expenses/document approval process).</p> <p>Have you integrated the event/content approval process into your event planning timelines?</p>	
<p>Are you planning to develop publications or written products with grant funds or by grant funded staff? (newsletter, flyers, training materials, etc.)</p> <p>Have you integrated the content approval process into your product development timelines? Remember to include the publication statement.</p>	

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Policy Development/Infrastructure Development	
Key Discussion Areas	Notes/Follow Up
<p>Do you have all of the policies established that are required in the Special Conditions? What policies outlined in the Special Conditions are you concerned about?</p>	
<p>Are you (the Executive Director and Financial contact) familiar with federal grant management?</p> <p>Free online GFMD training available at - http://gfm.webfirst.com/login/index.php Recommended: Have ED, Finance Person and Associate Director sign up for this training.</p>	
<p>What are your plans for ensuring accessibility (language, physical access for individuals with disabilities, attitudinal access, male survivors, LGBTQ survivors, mental health) for program participants?</p> <p>Accessibility: Making it possible for everyone to fully participate or use the existing services or physical locations. 'Accessible' refers not only to the lack of architectural barriers, but the flexibility of existing programs and attitudes of those providing services at all levels.</p>	

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TA & Training Areas of Interest	
Key Discussion Areas	Notes/Follow Up
What training issues have you identified that you will want to provide for your staff as part of this grant? Do you have the capacity/resources necessary to provide them? What would you need to feel successful in this area?	
Are there issues or concerns would you like to receive support from another organization to understand, explore or build your capacity?	
Are there areas or issues that you feel you can provide training on to other grantees? (Please contact Heidi at hnotario@casadeesperanza.org if you are interested in sharing knowledge with other grantees).	

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Collaboration	
Key Discussion Areas	Notes/Follow Up
Who are your key collaborating partners and how have those relationships developed?	
How is the work distributed among collaborating partners?	
If this is a new collaboration, what planning has been done to prepare for the project?	
What concerns do you have about your collaboration? What plans do you have to address those concerns? Would you like to have assistance addressing the concerns?	

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Reporting –

DO NOT WAIT UNTIL THE LAST MINUTE TO PREPARE AND SUBMIT YOUR REPORT.

PROGRAMMATIC REPORTS ARE DUE SEMI-ANNUALLY: JANUARY 30 AND JULY 30.

FINANCIAL REPORTS ARE DUE QUARTERLY: JANUARY 30, APRIL 30, JULY 30, OCTOBER 30

Key Discussion Areas	Notes/Follow Up
<p>How are you planning to capture the information required for your semi-annual programmatic report?</p> <p>Contact Heidi at hnotario@casadeesperanza.org for reporting questions.</p> <p>For technical help with the online reporting system: OVW GMS Help Desk (866) 655 -4482 OVW.GMSSupport@usdoj.gov</p>	
<p>How are you planning to document all grant expenses?</p> <p>For questions about documentation, allowable expenses, etc. contact OVW Grants Financial Management Division at (888) 514 -8556 or OVW.GFMD@usdoj.gov</p>	

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Sustainability	
Key Discussion Areas	Notes/Follow Up
How much of your overall budget does this grant represent? How much reflects growth and how much covers existing expenses?	
What would happen to your project if you do not get re-funded at the end of two years?	
What opportunities do you see (locally, nationally) for sustaining this project in the future?	
How can you leverage this grant to secure additional resources for your project?	