

COUNCIL ACTION ITEM

August 2023

FY 23-24 Capacity Building – Grant Writing

Background Information (*brief history of the situation*): In response to a constant request for grant writing training, this fiscal year CSCSLC has contracted with Jodi Riley Consulting, Inc. to provide the monthly Coffee with a Grant Writer sessions. The consulting group provides grant writing services, and the Coffee with a Grant Writer allows participants to ask questions and receive grant writing tips. The feedback on Coffee with a Grant Writer has been excellent.

Current Situation (*why it is being brought to Council now*): Based on feedback by our funded program partners, CSCSLC is looking to expand its grant writing capacity building efforts in the new fiscal year. Jodi Riley Consulting, Inc. has a two-day in-person grant writing course as well as the same curriculum available for online learners. The costs for the in-person training are \$300 per person (up to 15 people per session for a total cost of \$4,500) and includes a working lunch to help participants directly write their own proposals as well as the option to have the consulting group review one proposal per participating agency. The online curriculum has the same benefit with a discount rate of \$195 per participant for up to 25 slots for participants (total costs of \$4,875). CSCSLC has communicated with the Community Foundation Martin St. Lucie, and they are willing to split the costs of the in-person and online grant writing courses.

Additionally, CSCSLC wishes to continue Coffee with a Grant Writer for an additional year. This endeavor provides not only grant writing tips and support but also exposes CSCSLC to new potential funding partners. The total costs for the monthly Coffee with a grant Writer are \$3,000. The total costs of all the grant writing options detailed above is \$12,375. *Please see attached proposal.*

Action (*requested or required of Council*): The CSC Team is requesting the Council to approve up to \$12,375 to contract with Jodi Riley Consulting, Inc. for the funding of the attached grant writing capacity building efforts. If approved, CSCSLC costs will be for the Coffee with a Grant Writer (\$3,000) and half of the online and in-person grant writing course for a total of \$7,687.50 with the grant writing courses being split with the Community Foundation. For fiscal year 2023-24, there is \$120,000 in the capacity building budget line item.

Team Recommendation:

STRENGTHS:

- Continues capacity building efforts to local agencies benefitting St. Lucie County children and families;
- Potential to improve the applications received by CSCSLC; and
- Leverages funding from Community Foundation in the amount of \$4,687.50

CONCERNS:

- None at this time

The CSC Team believes the partnership with Jodi Riley Consulting, Inc. and the Community Foundation to offer grant writer training and support is beneficial to not only CSC but the community. Because of the partnership and sharing of costs, it lessens the cost burden and risks of the effort. The CSC Team supports contracting with Jodi Riley Consulting, Inc in the amount of \$12,375. The Community Foundation contribution will be detailed in the Memorandum of Understanding with the foundation for all our capacity building partnerships.

Jodi Riley Consulting LLC

Prepared by Jodi Riley
July 17, 2023

2023/2024 PROGRAM YEAR TRAINING PROPOSAL

PROJECT OBJECTIVES

Grant Writing Genesis Course- Two 4-hour sessions conducted over two days in March/April 2024, approximately four hours per session to be conducted in person at the CSC of SLC office and open to 10-15 participants selected by CSC of SLC, and 25 slots for the online course option. Inclusive of:

- **Option for Individual Assistance (in-person class only)-** After class, JRC will remain on site for up to 60 minutes as a "working lunch" opportunity for participants to receive individualized assistance.
- **Content Development-** JRC will provide curriculum for sessions and resources/materials to share with attendees as appropriate.
- **Complimentary Grant Review-** Each agency that has at least one staff member or board member who completes the course online or in person will be eligible to receive a complimentary grant review (foundation or corporation grant) within 60 days of course completion.

Coffee with a Grant Writer Monthly Sessions- Twelve 1-hour sessions conducted on the 2nd Friday of each month at CSC of SLC office October 2023-September 2024. Inclusive of:

- **Content Development-** Generally, the topics and content will be led by attendees. JRC will provide an optional topic for each session and resources/materials to share with attendees as appropriate.
- **Promotion-** JRC will work to promote the sessions through all social media and other viable channels to the local nonprofit community. It is understood that CSC of SLC will also promote the sessions through their channels.

TIMELINE AND FEES

Timeline:

- **Grant Writing Genesis Course** in-person sessions will take place on two consecutive weekdays in March/April 2024 to be decided by CSC of SLC and agreed upon by JRC. The online course option is available on a rolling basis and participants have up to 60 days to complete the course.
- **Coffee with a Grant Writer** sessions will take place on the 2nd Friday of each month from October 2023-September 2024 (12 sessions).

Fees:

- **Grant Writing Genesis Course-** In-person class rate of \$300 per participant with a minimum of 10 students. Final invoice will be sent upon completion of the course. Total: \$3,000-\$4,500 varying based on number of participants enrolled. Online course voucher rate of \$195 each for 25 vouchers, total of \$4,875.00.
- **Coffee with a Grant Writer-** fee of \$250 per session. Total of \$3,000 for 12 sessions.
- **Grant total for 2023/2024 program year=** \$10,875-\$12,375 (variance based on enrollment total for in-person Grant Writing Genesis Course)