

## **Grant Writer/Grant Office Practices and Services**

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The Department of Administration Secretary's Office will develop and maintain a grant "office" managed by the DOA grant writer (a function of and supervision by the Deputy Secretary for Advocacy) for all advocacy programs, and other divisions of the DOA. The purpose of this position/office is to seek grant opportunities to advance the mission of the department, prevent duplication of efforts, and maximize program funds for the DOA. To achieve these goals, all grants must be vetted through the grant office/grant writer in consultation with the Secretary and Deputy Secretary of Advocacy prior to submission. Final decisions and prioritization of efforts regarding the submission of grant proposals will rest with the Secretary and the Deputy Secretary of Advocacy.

### **Practices**

- Formal and informal consultation with DOA grant writer to identify the mission and program goals of each division and specific need(s) for funding.
- Grant writer will establish and maintain a database of division goals, programs, and funding needs.
- Funding sources and funding opportunities will be identified by the Grant Writer and disseminated to advocacy/division directors. Additionally, funding opportunities known by others within the DOA will be brought to the attention of the grant writer.
- Through consultation with the grant writer, division directors, and Deputy Secretary of Advocacy, Funding Opportunity Announcements (FOA) will be selected and pursued.

### **Grant Development Services of the DOA Grant Writer / Grant Office**

- Support division directors and executive team in developing grant funding proposals.
- Establish and maintain personal contacts with division directors and relationships with foundation and federal funding contacts.
- Conduct prospect research.
- Maintain database for potential funding sources.
- Maintain database of all DOA sponsored projects.
- Facilitate research, development, review, and editing of DOA grant proposals.
- Conduct basic research.
- Write proposals.
- Assemble and submit grant applications.
- Maintain a calendar of submissions and other deadlines.
- Submit timely and accurate reports for all existing and future grant funded projects.
- EBiz Point of Contact (POC) and Authorized Organization Representative (AOR)