



*Changing Central Florida One Grant at a Time*

# Network News

## Professional Development for Grant Seekers is a Good Investment

**July Speaker:**

**Margaret Linnane, Executive Director, Philanthropy and Nonprofit Leadership Center**

**Special points of interest:**

- New meeting time and location
- Featured July Speaker Margaret Linnane
- Installation of Officers
- Leader Highlight

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**2006-07 Officers**

Jeannie Floyd, President  
407-317-3200, ext. 2325  
Joel Henderson, President-Elect  
407-933-0870, Ext.224  
Patrice Zahry, Secretary  
407-522-2752, Ext. 4113  
Marilyn Hughes, Treasurer  
321-256-0406

**Directors**

Diane Brown  
Georgiana Tynes  
Terri Chastain  
Christine Lewis  
Teresa Shipley  
Jana Parpart

Ask any successful "grant writer" where they learned their trade and most will say "on the job training." However if you ask them how they honed their skills to win major grant awards, they will usually refer to professional development opportunities they attended over the years that gave them meaningful tips to achieve a competitive edge.

Be sure to attend the next general membership meeting of the Grant Professionals Network of Central Florida, Inc. to learn more about the importance of continuing your education in grant and resource development. Margaret Linnane, Executive Director of the Rollins College Philanthropy and Nonprofit Leadership Center, has graciously agreed to share information on the benefits of career development in the philanthropy field. The July 25 meeting will be held at our new location at the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Blvd, in Orlando. Networking and refreshments will begin at 8:45 a.m. with the program beginning at 9 a.m. Following the program, Margaret will install the new officers and directors. The new officers for the July 2007 to June 2008 fiscal year are: President Joel Henderson, President-Elect Georgiana Tynes, Secretary Melanie Campbell, Treasurer Cara Eule and directors Karen Cole, Khadija Pirzadeh, Teresa Shipley, Terry Zwicker and Christine Lewis. Joel Henderson will appoint a sixth director to fill the vacated position of director Georgiana Tynes.

### IMPORTANT REMINDERS:

**NEXT GENERAL MEMBERSHIP MEETING**

**Wednesday, July 25, 2007, 8:45 a.m.**

**New regular schedule — the fourth Wednesday of each month at our new location in the**

**Heart of Florida United Way Dr. Nelson Ying Center**

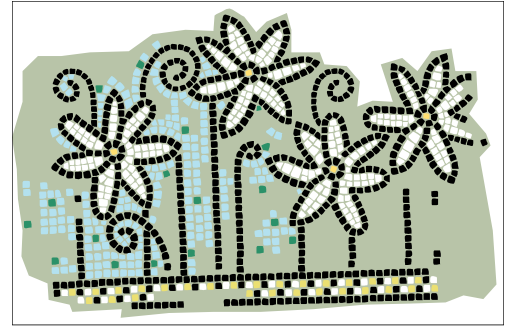
**REMEMBER TO PAY YOUR DUES FOR 2007-08**

**Be sure to update your contact information and drop it in the mail with your dues payment for the July 1 to June 30 fiscal year (See page 10)**

# President's Message

Dear GPN Members,

A tremendous thanks to **April Boykin** for facilitating the June training *Tips and Tricks for Tracking Grants*. As always, April wowed the crowd with her excellent presentation skills, knowledge of the topics and ability to engage all participants. If you missed it, be sure to read **Secretary Patrice Zahry's** detailed minutes that summarize all the key points shared by each participating group. Special thanks also to **Becky Farmerie** and **Training Chair Jan Tunnell** for arranging the training opportunity.



I am extremely grateful to the **GPN membership, officers and directors, committee chairs** and our **community grant makers** for all of the support you have given to GPN and to me during my term as president. I have enjoyed working with each of you this year and have learned and grown so much through this experience. My greatest lesson is that none of us can do it alone—and I didn't. I had a lot of help from all of you. Please continue to step up to the plate for our new president **Joel Henderson** and his wonderful leadership team. Whether you serve on a committee, accept a chairmanship, are an officer or a director, there is no contribution that is too small. Together, if each of us takes on one responsibility, the effort culminates into successful initiatives.

When GPN was originally begun in 1993, the founding president, **Ron Atwood**, was my boss as director of Grant Services at Orange County Public Schools. I will be eternally grateful for his mentorship and willingness to teach me (and so many others) the "ropes." He also encouraged me to participate in professional development opportunities and in GPN, as have his predecessors. Ron helped me find a meaningful career in grant development and a mission, like his, to serve children who may not have had the advantages in life that many of us do. I hope that each of you have also found your grant seeking career to be as fulfilling and that you choose to mentor new grant professionals along the way, sharing resources, professional development, and networking with our membership.

I look forward to many more years of learning through and enjoying GPN. Thank you again for your support this year!

Truly,

Jeannie Floyd  
GPN President

## MISSION STATEMENT

The mission of the Grant Professionals Network of Central Florida, Inc. is to provide a collegial forum to facilitate training and resource development for grant professionals.

## Leader Highlight: Teresa Shipley, Director

### Where were you born?

Warner Robins Air Force Base, Warner Robins, Georgia

### What is your education background?

BA degree in Criminal Justice from UCF and Master's Degree in Public Administration from UCF

### What led you to become a grant professional?

Actually I just fell into it. Many areas I worked in were short on funds, equipment and programs so I went out and found grant funding. This grew and I wrote numerous grants for just about every section I worked in with the City of Orlando over a 21 year period before coming to work with Orange County Public Schools.

### What do you like most about your work?

The diversity is my favorite part of my job. I go from a \$1.5 million FEMA Emergency Management grant to a \$2,000 foundation grant in one day.

### How long have you been a GPN member?

I joined GPN in 2004 when I became a grant writer at Orange County Public Schools.

### Tell me something that no one else knows about you.

My favorite sport is baseball.

### Tell me about your family.

I'm the mother of four children with just as many children adopted or taken in for care. My husband Mike is a Tennessee native and could be described as a nice, quiet guy—just the opposite of me.

### What is your top outside interest, hobby or sport?

My favorite hobby used to be running. I was obsessive with it, but when I tore my ACL and broke my ankle in an accident, this changed. Now I enjoy long walks and time with my family.



*GPN Director Teresa Shipley has extensive grant seeking experience in law enforcement, education and the nonprofit sector.*

### Where do you want to be in five years?

In five years I would like to have obtained another degree in college and be working in a position where I can be of most help to the most people.



## Inspiration

Education is not the filling of a pail, but the lighting of a fire. (W.B. Yeats)

I like nonsense—it wakes up the brain cells. Fantasy is a necessary ingredient in living. It's a way of looking at life through the wrong end of a telescope that enables you to laugh at all of life's realities. (Theodore Geisel/Dr. Seuss)

In spite of everything, I still believe that people are truly good at heart. (Anne Frank)

Not everything that can be counted counts, and not everything that counts can be counted. (Unknown)

What kind of tea did the American colonists thirst for? Liberty! (Happy Independence Day!)

## **GPN Meeting Dates and Location to Change Effective July 25, 2007**

Effective July 25, 2007, the Board of Directors of the Grant Professionals Network of Central Florida, Inc. (GPN) voted to change the location of our general membership meetings to the Heart of Florida United Way Dr. Nelson Ying Center, 1940 Traylor Blvd. in Orlando. Located near the intersection of 441 and Princeton St., the facility is centrally located. To adapt to United Way conference room availability, the meetings will be held the fourth Wednesday of each month. This decision was based on many beneficial factors including that there is no rental fee (as with our current location), the facility has well designed meeting rooms with accommodations that support the use of technology, and there are potential reciprocal benefits of collaborating with United Way in training and resource development.

The next fiscal year (July 1-June 30) meetings are scheduled for:

July 25, 2007  
August 22, 2007  
September 26, 2007  
October 24, 2007  
November 2007—To be announced  
December—Awards Breakfast in lieu of meeting  
January 23, 2008  
February 27, 2008  
March—Annual Conference in lieu of meeting  
April 23, 2008  
May 28, 2008  
June 25, 2008

**Please welcome our new  
GPN Network News Editor  
Shannon Callahan !!!!**

### **Editor's Corner**

If you have an article or news item for publication in the next issue, please forward the information to Shannon Callahan at: [callahas@osceola.k12.fl.us](mailto:callahas@osceola.k12.fl.us) no later than **July 10, 2007.**

Many thanks to everyone who contributed to this month's issue of  
*GPN Network News!*

Shannon Callahan, Editor

## WMFE Grant Opportunities

### Community Investment Grant #1

WMFE annually awards a Community Investment Grant to non-profit (501(c)(3) organizations in the Central Florida area that further our mission of "educating women to make informed decisions about their health, well-being and personal safety."

WMFE will consider applications that are educational in nature and/or enhance the quality of women's lives. The funds are available to support non-profit (501(c)(3) organizations, which educate women on their health, well-being personal safety and/or enhance the quality of women's lives within the counties of Orange, Seminole, Osceola, Lake, Volusia and Brevard. Organizations need to have a Board of Trustees and budget before being considered for the Community Investment Grant.

To apply for the Community Investment Grant, please complete and return the application with two (2) copies no later than **June 30, 2007**. The 2007 Community Investment Grant totals \$3,000.

You may contact Tere Druen with questions by telephone at 407-273-2300, extension 108. Winners will be announced at the 2007 Speaking of Women's Health Conference and VIP reception at the end of August 2007. Application can be downloaded from our website: [www.wmfe.org/swh](http://www.wmfe.org/swh)

### Community Investment Grant #2

Hablando de la Salud de la Mujer Conference has a goal to educate Hispanic women about the power of their health, well-being and personal safety.

Hablando de la Salud de la Mujer, hosted by WMFE and presented by Orlando Regional Healthcare, will award a Community Investment Grants to non-profit (501(c)(3) organizations that seek to educate Hispanic women on their health, well-being personal safety and/or enhance the quality of the Hispanic community within the counties of Orange, Seminole, Osceola, Lake, Volusia and Brevard. Organizations need to have a Board of Trustees and budget before being considered for the Community Investment Grant. Funds for start-up organizations will not be awarded.

To apply for the Hablando de la Salud de la Mujer Community Investment Grant, please complete and return the application with two (2) copies no later than **July 20, 2007**. The 2007 Community Investment Grant totals \$3,000

You may contact Tere Druen with questions by telephone at 407-273-2300, extension 108. Winners will be announced at the 2007 Hablando de la Salud de la Mujer Conference & VIP reception at the end of August 2007. Application can be downloaded from our website: [www.wmfe.org/hablando](http://www.wmfe.org/hablando)



# GPN Meeting Minutes

Wednesday, June 6, 2007

## Grant Professionals Network Membership Meeting Wednesday, June 6, 2007

The Grant Professionals Network of Central Florida met on June 6, 2007 at the Maitland Civic Center. Marilyn Hughes, treasurer, presided in the absence of Jeannie Floyd, president, who was out of town.

Cara Eule, Membership Chair, welcomed a new member, Julie Tyndall of the City of Orlando.

Marilyn introduced the officers and directors who have been elected to serve in 2007-2008. They will officially begin their terms at the July meeting.

Jan Tunnell introduced April Boykin, an educator, trainer and consultant well known to GPN. She holds a Master's in Social Work (MSW) from Eastern Carolina University. It was noted that on a previous survey of GPN members, many indicated interest in effective grants management. In support of this interest, April facilitated a program entitled, "Tips and Tricks for Managing Grants." Each table was given a question related to grants management and asked to discuss problem-solving techniques concerning these issues. Then everyone in attendance listened and had the opportunity to add ideas as a representative from each table outlined the table's ideas.

### ***Business Meeting***

#### **Old Business**

Judy Bennett moved that the minutes of the May meeting be approved. Susan Mitchell seconded. The motion carried.

Judy Bennett moved that the May treasurer's report be approved. Lori Stout seconded. The motion carried.

#### **New Business**

The July 25 meeting will be GPN's first meeting at the new meeting location, the Heart of Florida United Way (HFUW), 1940 Traylor Blvd., Orlando, FL 32804. Beginning with the July meeting, the regular meeting day will be the fourth Wednesday instead of the first Wednesday. It was noted that HFUW is donating the meeting space. The new meeting location is also centrally located.

Membership annual dues forms were available at the registration table at the door. Members were asked to review their information and submit the form to indicate any changes of address, position changes, etc. with their dues.

Members were invited to share information on grants they had been awarded recently.

Cara Eule, Membership Chair and incoming Treasurer, noted that she had left Community Vision to work with Helping Others Make the Effort, which will operate 16 transitional housing units for the homeless in Osceola.

#### **Announcements**

Jan Tunnell expressed thanks to April Boykin for the day's effective, interactive program.

Susan Mitchell distributed postcards concerning an exhibit at the Holocaust Center.

The next Board meeting will be held Friday, June 22 at the Heart of Florida United Way. This will be a catered breakfast for outgoing, incoming, and returning board members. Outgoing board members were reminded to bring their board position notebooks to turn over to the incoming board members.



# GPN Meeting Minutes, Continued

Wednesday, June 6, 2007

A copy of *Grant Writing for Dummies*, a book by recent GPN conference keynote speaker Beverly Browning, was awarded as a door prize.

Susan Mitchell noted that the storage closet at the Maitland Center containing GPN materials needed to be cleaned out. She volunteered to put the items in her vehicle temporarily.

Judy Bennett noted that follow-up needs to be done on whether HFUW can make storage available to GPN. In previous discussion, it was noted that GPN could purchase its own storage cabinet if HFUW can provide space for it.

Following are highlights of the "Tips and Tricks for Managing Grants" discussion/sharing portion of the meeting.

## **Highlights of "Tips and Tricks for Managing Grants"**

*Table 1 Question: Define Grant Management. Define grant writing. What are tips for grant management?*

- Managing time/funders/front-end/back-end
- Cultivate the relationship with the funder.
- Maintain a planning calendar of opportunities that meet the needs and strategic plan of your agency
- Identify who can set priorities and who can make final decisions.
- Prioritize opportunities.
- Know your parameters and the boundaries within your organization.
- Know your level of authority.
- Manage your creativity and energy effectively.
- Understand your strategic plan and the direction of your agency.
- Have someone who manages grant-related reports.
- Create and maintain a grants calendar.
- Seek to develop a strong grants team, including:
  - ⇒ Writer
  - ⇒ Reports coordinator

⇒ Outcomes and deliverables implementer

- Self-care/self-management very important to avoid burnout.
- Grant writing and reporting are two different sets of skills.

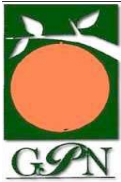
*Table 2 Question: Tracking System: What do you include in a grant tracking system? What mechanisms would you use to track potential funders? How do you keep track of funding applications?*

- Hard copy files and calendar in e-mail with notes regarding file location, grants management, keeping the funder happy, certifying requirements training
- Deadline, foundation/grantor info, status, next step, brief summary of requirements, amount requested
- Explain if a grant is not a good fit.

Prepare/avoid procrastination.

- ⇒ Give padded deadlines to internal reviewers.
- ⇒ Keep supporting documents organized and together for quick access.
- ⇒ Have generalized topic paragraphs prepared ahead of time.
- ⇒ Have a workgroup of staff who discuss the fit of the grant, program specifications, finances. Group thinking can be very productive.

- Excel and Outlook offer tools that can be helpful in grants management
- Code what the donor gives to (children, books, buildings).
- Keep a month-to-month, day-by-day list of steps required in the grant and for monitoring. Two weeks ahead, notify the responsible person of the upcoming deadline. Put "12 Days to Deadline" in subject line of e-mail.



# GPN Meeting Minutes, Continued

Wednesday, June 6, 2007

*Table 3 Question: How do you deal with the questions posed from your board, CEO, or other staff, "Why aren't we going after this funder/funding?" Reasons grants may be not compatible with an organization's focus:*

- Eligibility – if your organization is not eligible, explain why your organization is not compatible – for example:
  - ⇒ Program may not match the requirements
  - ⇒ Staff capacity may not be appropriate
- If workplace authorities still insist on applying, call the funder or have your CEO or a board member call the funder to ask if your organization can or should apply.
- Let the CEO prioritize when the grant writer is working on multiple grants.
- Relate grants and requests to organization's strategic plan/master plan.
- If forced to apply and the grant is not funded, get reviewers' comments and share them to show why applying was inappropriate.
- Use tact and diplomacy in telling co-workers you can't do a grant they want done.
- Try saying, "I can produce X number of grants in a year. If we want to increase that, we need to engage others."

*Table 4 Question: How do you minimize the last minute "crazies" when a grant deadline approaches?*

- Give padded deadlines.
- Create pre-deadlines.
- Be aware of the weakest link in the group providing information for the grant.
- Recruit someone to help.
- Remain calm – don't panic.
- Be persuasive and even nag pleasantly ("How is that information list coming?") if necessary.
- Create task list for staff indicating who is actually accountable for what.
- Identify a mentor.
- Close your office door when on a deadline.
- Reread the Request for Proposal (RFP) to be sure you have covered all the requirements.

- Limit revisions.
- Make the cut-off point for information requested very clear.
- In e-mails concerning assignments and status, copy the Director of Operations or the appropriate person(s) in your agency.
- Thank those who do turn in their information timely.
- Program planning needs to be done up front. You may make your point by saying, "Submitting this grant is just not going to be a good investment of our time."
- Make your expectations clear to those involved.
- Recognize the importance of required signatures and plan for getting them in advance. (Without a required signature, you cannot submit the grant.)

*Table 5 Question: What is a "grants team"? How is it beneficial? How do you get this started?*

#### *Grants Team*

- Director
- Administrator
- Volunteer
- Researcher
- Writer

Judy Bennett gave the following example: Working on a CDBG grant (a comprehensive federal grant), the following persons at a local county government were involved: a finance person, Director of Development, person assigned to overseeing the project manager for the city (construction), a representative of the organization that did payroll, etc.

#### *Getting Started*

- Research history of approved grants at your organization; consider whether some funders might fund other areas also.
- Research new grants.
- Take advantage of networking opportunities.
- Review publications and the Internet for potential grants.

# An Exciting New Website !!



Wednesday, June 6, 2007

- Proposal composition
- Follow-up letters
- Reports

April shared that at the Parent Resource Center where she used to work they had monthly meetings where they talked about how close they were to their goals. The grant writer attended and brought what she needed in terms of assignments/information requests.

These minutes were respectfully submitted by Patrice Zahry, GPN Secretary.

## PLEASE MARK YOUR CALENDARS:

### **GPN'S MEETING LOCATION AND DATE HAS CHANGED!**

- ♦ **Meet monthly:**

**4th Wednesday of month**

- ♦ **First NEW meeting date:**

**July 25th**

- ♦ **Place and Address:**

**Heart of Florida United Way  
1940 Traylor Boulevard**

**We're on the Web!**  
Visit us at [www.gpninc.org](http://www.gpninc.org)



## Grant Professionals Network of Central Florida, Inc.

### Membership Renewal Dues Notice for New Fiscal Year July 1, 2007 – June 30, 2008

\_\_\_ Renewal      \_\_\_ New Member

Name	
Organization/Agency	
Address	
City, County, Zip Code	
Phone	
FAX	
E-mail	
Website	
*Agency Focus	

*\*New for roster (children, seniors, homeless, special needs, education, human services, etc.)*

**MEMBER TYPE** (Check one)

\_\_\_ **Individual Membership** - (\$50) Individual members are entitled to all privileges of Grant Professionals Network of Central Florida, Inc. (GPN) membership including attendance at monthly meetings featuring guest speakers on topics of interest to grant seekers, the right to one vote and to hold office, discounts on training opportunities, subscription to the e-newsletter, listing in the membership roster on the GPN website, and more.

\_\_\_ **Agency/Organization Membership** - (\$100) Agency/Organization GPN membership privileges extend to all employees in an organization's grant/development office. This includes attendance at monthly meetings featuring guest speakers on topics of interest to grant seekers, discounts on training opportunities, one agency/organization member listing in the GPN roster on the website, and more. Each member organization is entitled to one vote which may be cast by any eligible employee and one e-newsletter subscription which may be forwarded by the member of record listed in the membership roster. If you are subscribing with an agency membership, please other participating employees.

	Name	Phone	Email
1			
2			
3			
4			

\_\_\_ **Student Membership** - (\$25) College students are eligible to join GPN and enjoy all the privileges of individual membership.

**PAYMENT TYPE** (Check one) Check # \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Please make check payable to **Grant Professionals Network of Central Florida, Inc.** and mail payment with form to: **GPN, P. O. Box 532051, Orlando, Florida 32853-2051.**

**Please volunteer for a GPN committee:**

- |                                 |                           |
|---------------------------------|---------------------------|
| ___ Activities Committee        | ___ Legislative Committee |
| ___ Annual Conference Committee | ___ Finance Committee     |
| ___ Communications Committee    | ___ Training Committee    |
| ___ Hospitality Committee       | ___ Membership Committee  |