

Get in the Game™

For organizations without the infrastructure or resources in place for internal grants support, Grants Office's **Get in the Game™** service is an affordable way to develop an introductory grants support program. **Get in the Game™** allows your organization to take a phased approach to building an internal infrastructure for grants development, paving the road for future grants success.

Grants Office, LLC ("Grants Office") is a New York limited liability company located in Rochester, NY. Established in 2000, Grants Office has been instrumental in helping numerous clients understand and negotiate the grants process. Led by President and CEO Michael Paddock, who has over seventeen years of strategic grants development consulting experience, Grants Office has successfully secured over \$200 million in grant funding for clients since its inception.

Today, Grants Office is a full-service provider of strategic grants development services for municipalities, nonprofit organizations and industry partners across the nation. Our services enable organizations to develop strategic grant-seeking programs in a cost-effective, goal-oriented manner. Specific services we provide include grant program research, training, consultation, workplan development, grantwriting and grant administration. Through these and other services, Grants Office can manage every aspect of your organization's grants development process, guiding you through each step of the way with our dedicated team of experts.

Grants development teams consist of experienced professionals from different functional areas, including grantwriting, grant research, project management, account management and strategic planning. Grants Office's approach is based on collaboration and open communication between team members and clients. Our focus is on producing a strategic, robust grants development program that reduces cost, lowers risk, shrinks the typical investment of time and resources and secures grant funding.

Grants Office Team

Senior Management

The Senior Strategist is responsible for ensuring the success of the grants development initiatives. As a consultant, the Strategist knows how to best develop and implement a grants development strategy within your organization. The Strategist will make sure that your program is headed in the right direction and will transition the day to day program operations to the rest of the project team.

Project Coordinator

The Project Coordinator will be responsible for developing the project timeline and distributing all project information. He/She will also serve as the primary point of contact throughout the project.

Grants Development Consultant

The Grants Development Consultant is an experienced grant researcher and is responsible for developing the grantseeking workplan in accordance with the client's goals.

Key Organizational Benefits

- Cost-effectively initiates an introductory grants development program.
- Eliminates the need to tax internal resources for time-consuming grants research.

- Seamlessly and professionally integrates grants support into your organization's strategic planning initiatives.
- Increases the awareness of grant funding available to fit your organization's needs.
- Provides individual consultation from grant funding industry experts.
- Develops a fully customized, long-term, strategic grantseeking plan.

Scope of the Program

The **Get In the Game™** program consists of four main phases. Each of these four areas is critical to the establishment of an integrated Grants Development Program.

1. **Needs Assessment** - Grants Office will work directly with you to assess your organization's current project needs and available resources.
 - **Deliverables:** Kickoff call, complimentary **UPstream™** Online Knowledge Base subscription setup
2. **Research** - With the information gained through the Needs Assessment phase, Grants Office will begin grants research to identify funding opportunities that support the programmatic and institutional objectives of the organization.
 - **Deliverables:** Customized Research Report containing grantseeking background information, key funding contacts, and streamlined program summaries of the identified grant programs
3. **Consultation** – Once the research has been completed, the Grants Development Consultant will review the identified grant programs with your team, addressing any issues specific to your project and answering any questions you may have about the grantseeking process.
 - **Deliverables:** Consultative call with client team
4. **Grantseeking Workplan** – After reviewing the identified grants with your team, the Grants Office research staff will work directly with members of your organization to streamline the research into a workable plan for the coming year.
 - **Deliverables:** Strategic grantseeking workplan for the coming year containing associated timelines, contacts, and instructions for grant submission for the identified grant programs

Additional Services

Grant Proposal Development – Should you require grantwriting services for a program outlined in our research, you can contract with Grants Office on a per-engagement basis for proposal development services. For each project, a Grants Office Grants Writer will be assigned to work closely with you to develop and submit a comprehensive, compliant grant proposal for the identified grant. For grantwriting services, Grants Office charges an upfront, flat fee based on the level of complexity of the grant program. Please contact us for more information.

Pricing

Pricing for **Get in the Game™** services start at \$1,900 for a fully customized grant program, and includes one (1) year-long subscription to our **UPstream™** online knowledge base, valued at \$795. We encourage you to contact us to learn more about a package customized to suit your grant needs.

Contact Information

For more information about **Get in the Game™**, or to learn how you can subscribe, please contact Susannah Mayhall at (585) 473-1430 ext. 118 or smayhall@grantsoffice.com.