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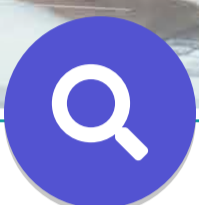
Best Practices: Preparing for Pandemic- Related Grants



Get organized

Develop a library of standardized answers to common grant application questions

Create a process that allows you to collect information across departments, like a shared document that allows multiple individuals to edit and update



Identify institutional needs

Gather documentation in the form of data and anecdotal information, such as quotes or feedback from students, for each need

Prepare explanations for why each need is important to resuming operations and preparing for future events



Develop plans to address needs

Evaluate existing programs and services

Leverage resources to expand or supplement existing programs



Set priorities

Prioritize short and longer-term needs and set expectations for future initiatives

Ensure initiatives are aligned with the strategic vision of the institution



Understand terms and conditions and reporting requirements

Collect data and keep good records to facilitate accurate and timely reporting in compliance with funder requirements

Plan to provide updates on how you're spending the funds and what progress you're making in achieving your outcomes



Anticipate the impact of the pandemic on future grants

Expect funders to request reports on strategies and activities related to preparing for future events

Plan for future grants that focus on rebuilding the workforce