



GRANTS OFFICE

UPSTREAM™

UPSTREAM™

THE MOST COMPREHENSIVE RESOURCE FOR UP-TO-DATE GRANT INFORMATION.

Dozens of new grants become available every day, from a variety of different sources. Many of them hold the potential for providing you with the funding you need. The challenge is staying on top of all the information—without drowning in it.

Grants Office has developed the solution. It's called UPstream™. And it can help any-one who works with grants—whether you're planning to apply for your very first grant or you're a seasoned professional—to get much better results in far less time.

WHAT UPSTREAM™ IS.

UPstream™ is a web service that gives you daily updates on all the grants that are available. Typically, 15 to 40 new grants become available every day. UPstream™ lets you track them—across 220 different categories and sub-categories—giving you detailed information to help you determine if each grant could be right for you.

UPstream™ goes beyond simply tracking the mountains of data relating to grants. Its **Find, Report** and **Plan** features help you to manage that information in ways that dramatically increase its relevance and effectiveness.

Find. UPstream™ gives you advanced search functions. Suppose you are only interested in firefighting grants, or school safety, or mental health. UPstream™ lets you narrow down your search so you only see the grants that are relevant to you. Browse by keyword or deadline, or use our Advanced Search function to zero in on the grants that meet your exact needs.

Report. When it's time to create a report, UPstream™ makes it easy. With its shopping cart-style interface, you simply select the grants that you are interested in and select "View Report". UPstream™ compiles a report that can be opened in your word-processing software or emailed to other members of your team. You can also continue searching and selecting, and UPstream™ will store all of the selections you make throughout your session.

Plan. UPstream™ doesn't just tell you about the grants that are available today. It gives you information on the latest developments at the legislative and program levels. This feature gives you the ability to plan and forecast for opportunities

many months before they become officially available. Add grants to your watch list for easy access and tracking of your grants development activities.

For non-profits and municipalities: UPstream™ provides the most comprehensive look at all the grants that are available, increasing your odds of finding and obtaining the grant dollars you need.

For the Industry User: UPstream™ lets you to identify the grants that are most applicable to your customers, so you can help them to obtain the funds to purchase your goods and services.

HOW UPSTREAM™ HELPS YOU MANAGE THE ENTIRE GRANT PROCESS.

It's challenging enough for one person to navigate the grant process. But try managing a whole organization's efforts, and you've got your work cut out for you.

UPstream™ from Grants Office is a whole new way to manage the grant process throughout an entire city, county, hospital or other organization.

UPstream™ provides a different level of permissions to workers and administrators, so administrators can be aware of all grant activity happening within their organization.

While employees use UPstream™ to track, sort and report on specific grants, administrators can use UPstream™ **to follow the efforts of the whole organization:** tracking grants that have been applied for, avoiding duplication of efforts, creating reports for board members and helping the entire grant process run efficiently.

As a result, you will be able to manage the grants effort of your entire organization with greater effectiveness—and greater simplicity—than ever before.





GRANTS OFFICE

PROJECT GRANTWRITING

IMPROVE YOUR GRANT SUCCESS RATE WITH THE INDUSTRY'S TOP GRANT WRITING SERVICES.

The best way to ensure that your grant application will be approved is to have it written by the company with one of the best track records in the industry: Grants Office.

Our grant writing services have helped hundreds of municipalities, schools, hospitals and non-profit entities get the funding they need. With our years of experience and up-to-minute industry knowledge, we have been able to provide quality proposal development that gets our clients funded.

THE MOST THOROUGH GRANTWRITING PROCESS.

With every grant Grants Office writes, our project managers and writers follow these steps to ensure that you receive the best grant proposal possible—one that is completely customized to your organization and needs.

- 1. Understanding your needs.** Grants Office starts by getting to know your organization. Through interviews with you and through our own research, we develop a complete understanding of you and your projects.
- 2. Identification of grant opportunities.** Our indepth knowledge of the grants landscape allows us to identify the best available grant opportunities and select the most desirable programs. Our database of grants covers federal, state, corporate and foundation grants. Our full-time research and consulting staff works directly with our grantwriters to ensure that we have found the best possible grant for your needs.
- 3. Complete review of the Grant Guidance.** Before our grantwriters start writing, they become fully acquainted with all submission requirements, whether there's an RFP, PON, BAA or NOFA.
- 4. Matching the grantwriter to the project.** Grants Office has a nationwide network of experienced grantwriters available to work on your grant. We carefully choose the writer who best fits your project, a seasoned professional with a high success rate in writing grants specific to your organization type, locality, project or grant program.

5. A completely customized grant proposal. Our grantwriters will work with you to develop and submit a grant proposal that truly reflects your organization, your mission and your needs. Our grantwriters regularly help our clients achieve a high level of success in their grantseeking.

THE RIGHT WAY TO PAY.

Grants Office—like all reputable grant writers—charges an upfront, flat fee for grantwriting services. Our fees are consistent with industry norms and have been developed with an understanding of the limited resources available to municipalities and not-for-profit institutions.

Grantwriting that is conditional on award amount or writing percentages into your budget, can weaken the competitiveness of your proposal. While this may seem like a cost-effective way to pay for grantwriting, it could seriously diminish your chances of having your grant proposal approved.

THE BEST WAY TO GET IN THE GAME.

Seeking funds for your organization's projects can be an overwhelming task—especially when you have limited resources available to commit to it. With Get in the Game™, Grants Office provides a simple, inexpensive and step-by-step approach to researching and applying for funding. Here's how Get in the Game works: We work closely with your organization's primary contact throughout the following four phases.

- **Needs Assessment.** Together, we thoroughly examine the project needs and currently available resources.
- **Research.** With knowledge of your needs and objectives we'll research our database to identify all potential funding opportunities. Our grants database covers federal, state, foundation and corporation grants available across the country. This ensures that you will have a comprehensive catalog of your funding options moving forward.
- **Grantseeking Plan.** We'll then work with you to create a plan for applying for and obtaining grants. We'll help you identify the most promising grants and outline strategies for pursuing them. Through this process, we'll help you develop a roadmap to obtain future grants.
- **Grant Proposal Development.** One of our team of professional grantwriters will then be assigned to develop and submit one grant proposal for the highest priority grant.





GRANTS OFFICE

GRANT ADMINISTRATION

THE MOST CHALLENGING PART OF GETTING A GRANT HAPPENS AFTER IT'S AWARDED.

After all the research, paperwork, writing and waiting, you have finally received your grant. As anyone with grants experience can tell you, a large percentage of the work has just begun.

Administering your grant correctly may be more challenging than creating a winning grant application. Fortunately, Grants Office can provide you with all the services you need to manage your grant effectively and stay in compliance with funders' requirements.

IT'S IMPORTANT TO HAVE DEDICATED GRANT ADMINISTRATION PERSONNEL.

Just as the process of applying for a grant is very specialized, grant administration has its own highly specific set of skills—that are substantially different from those needed to obtain your grant in the first place.

Grants Office has years of experience in the field of grant administration. We understand the rules and guidelines created by grant originators, and we are familiar with all federal and state regulations governing grant administration.

Grant administration is a time consuming and difficult task. Work with Grants Office, and we'll make it seem easy.

OUR APPROACH TO GRANT ADMINISTRATION.

Grants Office starts by helping your organization develop a timeline and a work plan for putting your grant to use. We'll show you how to manage your administration projects, track your progress with activity and financial records, submit records when necessary, and make sure your projects are funded on time.

- Development of plans for matching requirements
- Identification and submission of required forms
- Development of work plans
- Maintenance of accurate records and reports
- Coordination of compliance
- Submission of invoices, vouchers and bids
- Obtaining approvals of grant modifications
- Creation of monthly reports
- Providing closeout documentation

Don't risk compliance issues that jeopardize current and future funding.





GRANTS OFFICE

COMPANY OVERVIEW

THE NATION'S LEADER IN GRANTS INTELLIGENCE

Grants Office will help you become more successful at obtaining grant dollars from federal, state and foundation sources. Whether you work for an organization that applies for grants, or for a company whose goods or services are purchased with grant dollars, you know the challenges and benefits associated with getting projects funded. Navigating this complex process requires a thorough understanding of the funding landscape. Even the most experienced organizations can benefit from the help of the true industry expert.

Grants Office is your source for grants intelligence. Our years of day-to-day experience with every facet of grants have given us unmatched industry knowledge. We have developed a range of services that can help you with every aspect of obtaining and administering grant funding. Through everything we do, we have the ability to simplify the process, enabling you and your organization to do greater things with grant dollars.

For non-profits and municipalities. You may have employees who work full-time at obtaining grants—perhaps you are even one of those people. If so, Grants Office can help you to do that job with greater efficiency and effectiveness than ever before. Through our services, we can help you to find grants more quickly, discover grants you may be overlooking, identify the best grants to pursue, write better grant applications, and administer grant dollars more effectively.

For industry clients. You work hard at helping your customers find grants to purchase your products and services. Grants Office gives you ways to dramatically increase your effectiveness. We track thousands of grants across every industry sector. We understand how funding can be used, and we work with your sales team and your customers to maximize their budgets and minimize their out of pocket expenses. Every step of the way, we support your goal of helping your customers get the most funding and the best equipment and services available.

HOW OUR EXPERIENCE CHANGES THE GRANT PROCESS.

Whether you've successfully obtained grants before or are just beginning to educate yourself on grant funding, it's important to understand how our 14 years of experience in working with grants enhances the process for you.

- **We track thousands of grants.** Grants Office tracks more grants than any other service of its kind. We know what grants are out there, and we provide this information to you through personal contact with our expert grants

development consultants and through web-enabled services such as our UPstream™ Online Knowledge Base and Grants Tracking System.

- **We understand how grant dollars can be used.** Often, grant dollars offered in one sector can be effectively put to use in another. We can help you obtain grants from sources that you may never have considered before.
- **We know the challenges and pitfalls of the process.** We have created services that help you in the ways you need it most: Managing the process. Creating reports. Providing daily updates. Educating departments and customers. By using some or all of our services, you can dramatically increase your results while simplifying your efforts.

QUICK SERVICE SUMMARY

Grants Office simplifies and empowers your efforts at each stage of the grant process. Our services include:

- UPstream™ gives you daily updates on all the latest grants, lets you customize your searches, and helps you manage the grant process for your whole organization.
- Our Get in the Game™ Program helps organizations get up to speed quickly with a fully customized program that takes you from initial planning to creation of a grant proposal.
- GOstream™ lets you add up-to-date grants information to your company or organization web site, helping your customers and members keep track of funding sources relevant to their needs.
- Grantwriting services let you take advantage of the most successful and experienced grantwriters in the industry.
- Grants Administration helps you manage your grant after it's awarded, so you can stay in compliance and put your dollars to use effectively.
- .Info web sites provide detailed information on selected grant programs—like Homeland Security or Firefighter grants—and give your organization the opportunity to sponsor them.

Grants Office can help you to be more effective at obtaining grants. We can simplify the process. We can give you the confidence of knowing the industry's top experts are working for you.

