PEAK Grantmaking

Net Grant Calculator User Guide

Fill in Your Profile

Add your name, your role, the name of your organization, your EIN and your approximate yearly revenue.

Staff Contributors (Edit Team Members)

Please add any staff members that are involved in each activity in the grant process - from initial research to close-out. Include a name (for easy selection) and a role (choose from CEO, Other C-Suite, Financial Staff, Director of Development, Development Staff, Administrative Staff, Program Officer, Grant Manager, Technology Staff, Data Analyst, etc.).

You may add an annual salary amount or, if you don't know this information or do not want to share it, you can use the pre-calculated amounts populated by generally accepted salary surveys.

If you are a grantmaker and you are trying to determine the cost to apply for your grantees, use the best information you have to add typical staff members you believe are working on grant applications.

Once you start filling in the calculator, you will be able to choose each team member from a drop-down list.

From here, the tool is divided into two areas:

- **Apply for a Grant - to be filled out by Grantseekers**
- **Create a Grant - to be filled out by Grantmakers. This area includes two sections – one to calculate approximate Grantseeker cost (using the best available information they have about the time and resources needed by applicants) and one to calculate Grantmaker cost.**

Grantee Information Instructions begin on Page 2 (Apply for a Grant)

Grantmaker Information Instructions begin on Page 4 (Create a Grant)

Apply for a Grant

Grant Information (Filled out by Grantee)

Fill out the information below to help us understand the type of funding you are seeking and the work that will be required to go into that grant.

- Funder (Name of the funder to which you are applying)
- Grant Program Name
- Primary issue addressed (What is the primary issue the grant will address?)
- Has your organization received a grant from this funder in the past? (Drop-down includes received prior grant or haven't received prior grant)
- Amount requested (How much is your organization requesting from this funder?)
- Expected likelihood of receiving grant (What's your best estimate of the percentage likelihood of receiving this grant?)
- New or Renewal Grant (Drop down grant includes New or Renewal grant)
- Invited or Unsolicited? (Was your organization invited to apply for this grant or is the request unsolicited)
- Type of Support (Drop Down menu includes: Capacity building and technical assistance; capital and infrastructure; continuing support; financial sustainability; general operating support; individual development; leadership and professional development; network building and collaboration; outreach; policy advocacy and systems reform; outreach; presentations and productions; product and service development; program development; regranting; research and evaluation; other, please specify)
- Type of application (Drop down includes online application system, via email, and on paper)
- Length of grant award (In years, what is the expected period this grant will cover?)
- # of questions (How many questions are in the application? If you're not sure of if it's more unstructured, ballpark this number)
- Site visit required (Will the funder conduct a site visit as part of the application process?)
- LOI? (Will the funder screen applicants through a letter of inquiry prior to the full proposal? Drop down menu includes LOI required and LOI not required)
- # of reports required by grantmaker (What reports does this funder require? If unsure, select annual. Dropdown includes annual, semi-annual, quarterly, monthly, ad hoc)

Grant Cost to Grantee (Filled out by Grantee, or filled in by Grantmaker to the best of their ability)

Grantseeker Instructions: For each step below, use the drop down menus to add contributors (populated by you in the Team Members section) and the amount of hours spent by each on each task. You may include multiple staff contributors at each level and hours may be estimated to one/tenth of an hour.

Applications

- Preliminary and in-depth research on the opportunity (How much time is spent by each staff person on researching this grant opportunity, its requirements, and the organization's potential eligibility?)
- Review LOI requirements (How much time is spent reviewing the requirements for the letter of inquiry?)
- Pre-submission communication with funder (How much time do you estimate you will spend communicating with the funder prior to submitting the LOI?)
- Draft and Finalize LOI (How much time do you estimate it will take all involved staff to draft and finalize the LOI?)

- If invited, review proposal requirements (How much time is spent reviewing the requirements for the proposal?)
- Pre-submission communication with funder (How much time do you estimate you will spend communicating with the funder prior to submitting the proposal?)
- Internal meetings re: proposal (How much time do you estimate staff will spend meeting about the proposal?)
- Gather supporting documentation (How much time do you estimate staff will spend gathering the supporting documentation, like 501(c)(3) status, letters of support, staff bios, board list, etc.)
- Prepare budget and budget narrative (How much time do you estimate staff will spend preparing the grant budget and budget narrative?)
- Draft and finalize proposal (How much time do you estimate staff will spend on actually drafting and finalizing the proposal?)
- Formatting application to fit requirements (How much time do you think it will take you to enter this information into the online application or finalizing PDFs and documents for submission?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Compliance & Decision-Making

- Answering follow up questions from grantmakers (How much time do you estimate staff will spend answering follow up questions from the funder?)
- Staff time for site visit (How much time do you estimate staff will spend preparing for, attending, and following up from the site visit, if applicable?)
- Award letter review/sign/return (How much time do you estimate it will take to review the award letter and return a signed copy to the funder?)
- Post-award communications with funder (How much time do you estimate it will take to participate in any other post-award communications with the funder?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Monitoring & Reporting

- Review report requirements (How much time do you estimate it will take you to review and understand the reporting requirements?)
- Ensure systems are set up to track data and financials (How much time do you estimate it will take you to set up data reports and financial reports or systems to support tracking the required grant metrics? This may include customizing database reports, updating database fields or records, updating general ledger or other financial tracking information, informing staff how to track time or expenses against the grant, etc.)
- Prepare financials for report (How much time do you estimate it will take you to prepare the financial information and other supporting documentation required in the report?)
- Stay informed about modifications (How much time do you think you will spend staying on top of grant outcomes, requesting extensions, reporting staff changes, reporting a change in expected deliverables, outcomes, or budget reallocation, etc.)
- Draft and finalize reports (How much time do you think it will take you to draft and finalize the required reports?)
- Respond to grantmaker questions (How much time do you think you will spend following up with grantmaker questions about the report's contents?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Create a Grant

Program Information (Filled out by Grantmaker)

For each step below, use the drop down menus to add contributors (populated by you in the Staff Contributors section) and the amount of hours spent by each on each task. You may include multiple staff contributors at each level and hours may be estimated to one/tenth of an hour.

- Program Name (Name of the program you are analyzing)
- Primary issue addressed (What is the primary issue the program is addressing?)
- Expected # of grants to be awarded (How many grants do you expect this program to award?)
- Expected amount to be awarded (What is the total amount this program is expected to award?)
- Expected # of applications (How many applications do you expect this program will receive?)
- Invited or Unsolicited? (Drop-down to choose invite only or unsolicited)
- Type of application (Drop down includes online application system, via email, and on paper)
- Length of grant award? (In years, what is the expected period this grant will cover?)
- Number of questions (How many questions are in the application? If you're not sure of if it's more unstructured, ballpark this number)
- Site visit required? (Drop-down to choose site visit required or site visit not required. Will you conduct a site visit as part of the application process?)
- LOI? (Drop down menu includes LOI required or LOI not required. Will you screen applicants through a letter of inquiry prior to the full proposal?)
- Progress Reports Required (What reports will be required? If unsure, select annual. Dropdown includes annual, semi-annual, quarterly, monthly, ad hoc)

Grant Cost to Grantee (Filled in by Grantmaker to the best of their ability)

Grantmaker Instructions: To the best of your ability, fill out the information below from the perspective of a typical prospecitve grantee. For each step below, use the drop down menus to add contributors (populated by you in the Team Members section) and the amount of hours spent by each on each task. You may include multiple staff contributors at each level and hours may be estimated to one tenth of an hour.

Applications

- Preliminary and in-depth research on the opportunity (How much time is spent by each staff person on researching this grant opportunity, its requirements, and the organization's potential eligibility?)
- Review LOI requirements (How much time is spent reviewing the requirements for the letter of inquiry?)
- Pre-submission communication with funder (How much time do you estimate you will spend communicating with the funder prior to submitting the LOI?)
- Draft and Finalize LOI (How much time do you estimate it will take all involved staff to draft and finalize the LOI?)
- If invited, review proposal requirements (How much time is spent reviewing the requirements for the proposal?)
- Pre-submission communication with funder (How much time do you estimate you will spend communicating with the funder prior to submitting the proposal?)
- Internal meetings re: proposal (How much time do you estimate staff will spend meeting about the proposal?)
- Gather supporting documentation (How much time do you estimate staff will spend gathering the supporting documentation, like 501(c)(3) status, letters of support, staff bios, board list, etc.)

- Prepare budget and budget narrative (How much time do you estimate staff will spend preparing the grant budget and budget narrative?)
- Draft and finalize proposal (How much time do you estimate staff will spend on actually drafting and finalizing the proposal?)
- Formatting application to fit requirements (How much time do you think it will take you to enter this information into the online application or finalizing PDFs and documents for submission?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Compliance & Decision-Making

- Answering follow up questions from grantmakers (How much time do you estimate staff will spend answering follow up questions from the funder?)
- Staff time for site visit (How much time do you estimate staff will spend preparing for, attending, and following up from the site visit, if applicable?)
- Award letter review/sign/return (How much time do you estimate it will take to review the award letter and return a signed copy to the funder?)
- Post-award communications with funder (How much time do you estimate it will take to participate in any other post-award communications with the funder?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Monitoring & Reporting

- Review report requirements (How much time do you estimate it will take you to review and understand the reporting requirements?)
- Ensure systems are set up to track data and financials (How much time do you estimate it will take you to set up data reports and financial reports or systems to support tracking the required grant metrics? This may include customizing database reports, updating database fields or records, updating general ledger or other financial tracking information, informing staff how to track time or expenses against the grant, etc.)
- Prepare financials for report (How much time do you estimate it will take you to prepare the financial information and other supporting documentation required in the report?)
- Stay informed about modifications (How much time do you think you will spend staying on top of grant outcomes, requesting extensions, reporting staff changes, reporting a change in expected deliverables, outcomes, or budget reallocation, etc.)
- Draft and finalize reports (How much time do you think it will take you to draft and finalize the required reports?)
- Respond to grantmaker questions (How much time do you think you will spend following up with grantmaker questions about the report's contents?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Grantmaker Program Costs (Filled out by Grantmaker)

To the best of your ability, fill out the information below from the perspective of a typical prospective grantee. For each step below, use the drop down menus to add contributors (populated by you in the Staff Contributors section) and the amount of hours spent by each on each task. You may include multiple staff contributors at each level and hours may be estimated to one tenth of an hour.

Applications

- Research issue area (For a new grant program, how much time do you anticipate staff will spend researching the issue area, current funding landscape, potential desired applicants, relevant outcomes to pursue, etc.?)

- Communicate internally re: program goals (For a new grant program or if goals are changing for a program, how much time do you estimate staff will spend in internal communications regarding the program goals and how they will be measured?)
- Publish funding guidelines (How much time do you anticipate it will take to prepare public-facing descriptions of the program with detailed descriptions of its goals and funding priorities?)
- Determine deadlines (How much time do you think you will spend determining the right timing for the grant cycle, including applications and decision-making deadlines?)
- Publish requirements for LOI (if applicable) (How much time do you anticipate it will take you to publish and disseminate the LOI requirements?)
- Determine requirements for proposals (How much time do you anticipate it will take staff to create the application and outline grantee requirements, including supporting documentation?)
- Field LOI questions from applicants (How much time do you estimate it will take your staff to field questions from applicants during the LOI stage?)
- Review submitted LOIs (How much time do you estimate staff will spend reviewing the LOIs submitted? Do not include any volunteer committee or advisory board time, but do include time spent by staff managing those volunteers)
- Decide which proposals to invite (How much time will be spent among staff deciding which proposals to invite?)
- Invite proposals through an RFP (How much time do you anticipate it will take to reach out to invited grantees?)
- Field proposal questions from applicants (How much time do you estimate staff will spend fielding questions from applicants about the proposal process?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Compliance & Decision-Making

- Review submitted proposals (How much time do you anticipate staff will spend reviewing submitted proposals? Do not include any volunteer committee or advisory board time, but do include time spent by staff managing those volunteers.)
- Complete due diligence on submitted proposals (How much time do you anticipate staff will spend completing due diligence on all submitted proposals?)
- Ask applicants questions about submitted proposals (How much time do you estimate staff will spend following up with applicants for more information?)
- Schedule and conduct site visits or interviews (How much time do you estimate staff will spend on scheduling and conducting site visits or interviews with applicants?)
- Follow-Up/Write Up Site Visits/Interviews (How much time do you estimate staff will spend following up on site visits or interviews?)
- Decide which proposals to recommend for approval (How much time do you estimate staff will spend making decisions about which proposals to recommend to final decision-makers?)
- Schedule board/committee meeting (How much time do you estimate staff will spend scheduling decision meetings? Do not include any volunteer committee or advisory board time, but do include time spent by staff managing those volunteers.)
- Prep recommendations and materials for board/committee meeting (How much time do you anticipate staff will spend preparing materials for the decision meetings? Do not include any volunteer committee or advisory board time, but do include time spent by staff managing those volunteers.)
- Hold board/committee meeting (How much time is typically spent in decision-making meetings for each staff person involved?)
- Other internal communications about decision-making (In addition to the tasks listed above, how much time do you estimate staff will spend communicating internally about compliance and decision-making activities?)
- Create and send declines and grant awards/agreements (How much time will staff spend generating grant awards/agreements paperwork or following up with declined applicants?)

- Accept/file signed grant agreements (How much time do you estimate staff will spend finalizing grant paperwork?)
- Release grant funds to grantees (How much time will staff spend authorizing and releasing funds to grantees?)
- Other post-grant communications with grantees (How much time do you anticipate staff will spend in other post-grant communications with grantees?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)

Monitoring & Reporting

- Draft and finalize report forms/requirements (How much time do you estimate staff will spend drafting and finalizing report requirements and forms?)
- Field report questions from grantees (How much time do you estimate staff will spend fielding questions about reports from grantees?)
- Review submitted reports (How much time does staff spend reviewing grant reports for this program?)
- Ask questions re: submitted reports (How much time do you estimate staff will spend following up with grantees about the reports submitted?)
- Acknowledge receipt/approve report (How much time do you estimate staff will spend acknowledging or approving grant reports?)
- Release additional funds, if applicable (How much time will staff spend authorizing and releasing additional funds to grantees?)
- Other communications re: reports (How much time do you estimate staff will spend on internal communications or meetings regarding grantee reports?)
- Work with grantee on any grant modifications (How much time do you estimate staff will spend on working with grantees on grant modification issues (extensions, staff changes, change in expected deliverables or outcomes, budget reallocation, etc.)?)
- Reporting on Outcomes to Board (How much time do you estimate staff will spend on utilizing the data gained in grantee reports to help support evaluation, outcomes, or dashboard reporting for the funder?)
- Other (Fill in) (Fill in staff time for any other tasks not included above.)