



Grant money is great.

It enables a small TMA like DATA to expand its scope of work and to try innovative approaches to employer outreach like our Hotel Rotating Rideshare Program.

Without grants, DATA would never have been able to develop E<sup>3</sup>Calc and there are more exciting projects in the future. But beware...there are always strings attached!

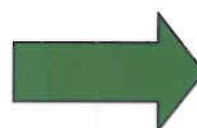
### General Lessons Learned

#### State and Federal Grants

- Attend all grant-related educational/informational sessions offered by the funding organization
- Ask questions during and after the sessions. If you don't think a procedure will work with your organization, offer options. Just make sure both parties are clear on procedures
- Talk to current grant awardees and note any problems or challenges they encountered in applying, conducting, and billing grant activities
- Divide research responsibilities among you whole staff and make sure everyone is familiar with the grant requirements. Make sure there's a consensus that this is the right grant for your organization.

### Staffing and Monetary Issues

- Some grants require a "local match" of either money or in-kind services. What's acceptable varies by funding agency, so make sure you understand what qualifies and that you will be able to provide it



- Some grants are reimbursable and it can take up to 90 days to receive the first payment. Does your organization have sufficient funds to “bankroll” the grant for up to three months
- If you're applying for a federal grant, have you received one before? There may be different federal requirements depending on the size of your organization.
- Do you have sufficient staffing to perform the work? Make sure to be realistic about what you can accomplish with your current staff and budget enough grant money to cover the salary and overhead of any temporary grant-related staff you may need to hire.
- Make sure you clearly understand what expenses are reimbursable under the grant: travel, salaries, incentives, meals, etc. Some grants have very strict guidelines.
- Make sure your accounting department understands how to code grant expenses and is comfortable working with the forms required to procure reimbursement. Having someone on staff or on call with previous experience with the particular grant you are receiving is helpful
- Preparing grant billing may require extra staff time whether your accounting is done in house or by a separate firm. You may need to budget for additional hours to get your billing prepared on time
- Finally, develop a good relationship with your grants manager. He or she can be invaluable in case a problem arises with the funding agency



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