Link Grants to Results and Increase Your Dollar's Reach

2004

Performance-Based Grants Management Forum

Writing Effective Grant Proposals with an Eye Toward Performance, Auditing and Evaluation Effectiveness



June 14 – 15, 2004
Arlington, VA

Strategies for Funding Programs on:

Social and Human Services
Non-Profit "Business" Development
Research
Arts and Humanities
Child Care
Public Health
Public Education

✔ Measure and Report Outcomes

Develop performance goals, timelines and resource allocation strategies even for very hard-to-measure outcomes

✔ Utilize Evaluation Tools

Design evaluation criteria that will assist grantees in measuring and correcting their program's performance

✔ Augment Grantee Performance

Incorporate a tailored set of measures, in-line with the outcomes, strategies and outputs for increasing the success of each specific program

✔ Enhance Program Accountability and Transparency

Effectively track program success, from the receipt of the application, through the review, awarding and monitoring of the funding

Apply Ten Steps to Maximize Grant Management Efficiency!

You Are Accountable for the Funds

Dear Grant Program Manager,
As we move closer and closer to a fully results-oriented management system in government, grant making agencies and non-profit organizations must insure their grantees meet specific performance standards in order to continue qualifying for federal, state and private financial assistance.

To equip you with the latest practices for meeting this challenge, you are invited to join us for the *2004 Performance-Based Grants Management Forum* at The Performance Institute, in Arlington, VA, June 14 – 15.

Measure and Report Outcomes
This training will provide grant managers with the skills necessary to design and award grants that are performance-based in their origin and incorporate evaluation and reporting strategies within their structure. Through the use of the Government Performance Logic Model framework, both managers and recipients will be able to focus on developing performance goals, timelines and resource allocation strategies specific to each grant or program.

Utilize New Evaluation Tools
Implement best practices and leading innovations for designing evaluation criteria that will assist grantees in improving their performance as part of the evaluation process.

Enhance Accountability for Results
The *2004 Performance-Based Grants Management Forum* is your opportunity to improve management skills to get the most profitable results. Through the incorporation of outcome-oriented performance measures, managers will be able to communicate, monitor and enforce the compliance requirements that will guarantee a successful closing or extension of the grant.

Augment Grantee Performance
Maximize the value of the relationship between funder and grantee through the incorporation of best practices in designing, measuring, evaluating, and reporting on grantee performance. We have gathered together leaders in the field of evaluating and measuring performance of grants programs to provide you with the tools to account for grant dollars and help grantees improve their services.

Space is limited, so register yourself and your colleagues today by calling 703-894-0481, or visit us online at **www.PerformanceWeb.org**. I look forward to seeing you this June!"

Best Regards,

Luisa Córdoba
Director of Education Services

Presented and Facilitated by: Walter Sachs, Contracts and Operations, Florida's Department of Children and Families

Day One: June 14, 2004

8:30 Registration and Continental Breakfast

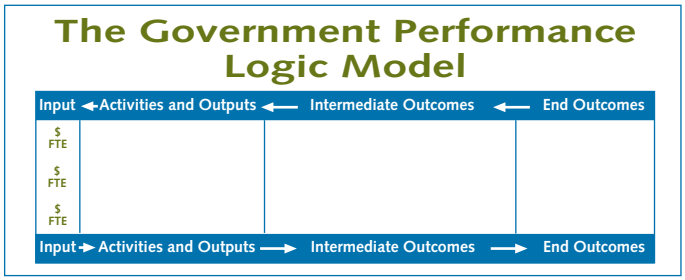
9:00 Overview of Federal Grants Management, Circulars and Regulations
- Understand applicable legislation and compliance issues
- Discuss the pros and cons of developing and implementing performance measures to evaluate grant program success

9:45 Trends and Methodologies for Performance-Based Grants Management and Evaluation
- Understand emerging accountability and transparency issues in grants management
- Incorporate performance measures in your awarding strategy for managing, tracking and evaluating

10:30 Break and Refreshments

The Ten-Step Approach to Maximize Grant Management Efficiency

10: 45 Step One: Comprehensive Framework for Performance Measures and Evaluation for Grants: Lessons for Funders and their Grantees
- Develop a framework for measuring grant program performance
- Utilize logic modeling to link end-outcomes to specific grant program activities



12:00 Networking Luncheon

1:15 Step Two: Establishing Your PBGM Team
- Identify all stakeholders for grants programs
- Align individuals' responsibilities to the project's mission

2:30 Step Three: Streamlining the Grant's Terms and Conditions
- Benchmark the purpose, objective and projected outcome of a grant, and advertise the available assistance in required media
- Determine the key components of each grant

3:00 Break and Refreshments

3:30 Step Four: Designing Performance Measures and Including them in RFP's and/or Grant Applications
- Design performance measures as part of the RFP and educate potential grantees of the role of performance measures
- Develop RFP's to measure appropriate outcomes

4:30 Adjourn

www.PerformanceWeb.org

You Administer

Day Two: June 15, 2004

8:30 Continental Breakfast

9:00 Step Five: Optimize the Solicitation, Review and Award Processes
- Streamline the solicitation and award criteria
- Conduct efficient and productive market-sector research

10:00 Step Six: Select the Right Grantee
- Evaluate past grantee performance
- Determine the "best value"
- Assess potential conflicts of interest

11:00 Break and Refreshments

11:15 Step Seven: Evaluating the Progress of Your Grantee
- Determine the type of follow-up required
- Assess the grantee's operational and financial capacity to overcome performance obstacles, take corrective action and report progress

12:00 Networking Luncheon

1:00 Step Eight: Assisting Grantees with Implementing Effective Performance Measures
- Link performance measures to budgeting and staffing
- Make performance measurement and evaluation part of everyday functioning and improvement

2:00 Break and Refreshments

2:15 Step Nine: Using External Evaluators to Assess Grantee Performance
- Develop a value-added approach to using third-party evaluators
- Balance the need for an expert evaluator with the need to incorporate evaluation into capacity building for grantees

3:15 Step Ten: Post-Award Monitoring, Oversight and Review
- Determine whether positive changes have been demonstrated
- Devise clear measures of performance and accountability

4:15 Conference Adjourns

Develop a Performance-Based Grant by Bringing this Program In-House!

The Performance Institute offers customized one-, two-, and three-day education programs to federal, state, local agencies and private organizations who wish to train their staff members in their own facility. In-house trainings provided a curriculum tailored specifically to your office, program or agency in a cost-efficient way. Using the Logic Model and other cutting-edge tools and strategies, our experts will work with you to produce practical, efficient performance measures and performance-based grants. If you'd like, your current grants can be analyzed and built upon during the training. Not only will your staff complete the training with a performance measurement system that can be implemented immediately, but they will leave with the tools to adapt, evolve, and ultimate create new and highly useful measures on their own. For more information about our in-house training options available to you, please call James Simpson at 703-894-0481, or e-mail him at Simpson@performanceweb.org.

Key Benefits of Attending This Forum:

1. **Acquire** best practice strategies for managing your grants to improve service outcomes
2. **Develop** strategic indicators and evaluation frameworks that enhance grantees organizational effectiveness and ability to change
3. **Incorporate** lessons learned in performance measures for a multitude of service issues and outcomes
4. **Improve** your ability to provide critical information to policymakers and to better target scarce resources
5. **Implement** leading best practices to link resources to results in grant applications, proposals, budgets, evaluations and performance reports

Venue:

2004 Performance-Based Grants Management Forum will be hosted at the Performance Institute in Arlington, VA, just one block east of the Courthouse station on the Orange Line of the D.C. Metro. A public parking garage is located in the building. Continental breakfast and a catered lunch will be provided for delegates each day.

The Performance Institute
1515 N. Courthouse Rd., Suite 600
Arlington, VA 22201
Phone: 703-894-0481

Hotel:

A limited number of rooms have been reserved at a discounted rate of $115 at the Quality Courthouse Hotel, located two blocks from the Performance Institute. In addition, discounted rooms are also available at the Virginia Suites Hotel at a rate of $95 for a studio suite or $115 for a one bedroom suite. A shuttle service is available from the Virginia Suites Hotel both before and after the conference. Please call the hotel directly to make reservations and be sure to ask for the Performance Institute conference rate.

Quality Courthouse
1200 N. Courthouse Road
Arlington, VA 22201
Phone: 703-524-4000

Virginia Suites Hotel
1500 Arlington Boulevard
Arlington, VA 22209
Phone: (703) 522-9600

Tuition and Group Discounts:

The fee for attending 2004 Performance-Based Grants Management Forum is $1095. Register by calling 703-894-0481 or visit us online at www.PerformanceWeb.org. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling James Simpson at 703-894-0481or email him at Simpson@PerformanceWeb.org.

Administrative Note
A 10% cancellation fee on registration will be charged for cancellations received less than three weeks from the date of the conference. As speakers are confirmed six months before the event, some speaker changes or topic changes may occur in the program. The Performance Institute is not responsible for speaker changes, but will work to ensure a comparable speaker is located to participate in the program.

The Performance Institute
1515 N. Courthouse Rd. Suite 600
Arlington, VA 22201

Registration Form for the 2004 Performance-Based Grants Management Forum

Call (703) 894-0481; Fax This Form To: (703) 894-0482; or visit www.PerformanceWeb.org

- ❑ **Yes!** Register me for the Forum.
- ❑ **Yes!** Sign me up for free e-mail updates on PI research on social issues. My e-mail address is below.
- ❑ **Yes!** Please call me. I am interested in a special Group Discount for my team.

Name _____ Title _____

Organization _____

Dept. _____

Address _____

Address _____

City _____ State _____ Zip _____

Telephone: _____ Fax: _____

Email: _____

Method of Payment:

❑ Check ❑ Purchase Order/Training Form ❑ Credit Card

Card Number _____ Date _____

Name on Card _____

Priority Code: S151-Web