



## HFNJ GRANTEE AND APPLICANT TOOLKIT

### TOOLKIT: GRANT PRESENTATION (SITE VISIT)

#### OVERVIEW

As part of the process of applying for a grant from The Healthcare Foundation of New Jersey (HFNJ), applicants may be asked to present their grant proposal to HFNJ staff and board members. This guide will help you prepare to present your project and the impact it will make in the best light at your grant presentation.

#### I) Grant Presentation Basics

The grant presentation is a semi-structured conversation between members of your organization and members of the Grants Evaluation Committee of HFNJ's Board of Trustees. It is a key part of helping our trustees understand your project and get to know you and your organization. It is also an opportunity to describe the impact your project will have on the community.

Your Program Officer will contact you to schedule the grant presentation, which will usually happen 4-6 weeks after the date you submitted your application. Typically, between 5-10 trustees from HFNJ will be in attendance.

Final decisions for funding are not made at the grant presentation. Funding decisions are made at our board's quarterly meetings.

#### II) Grant Presentation Format

HFNJ is currently conducting both in-person visits at our office in Millburn, NJ and virtual presentations through Zoom. Your Program Officer will inform you of where your grant presentation will be held. They will also facilitate the discussion at the presentation and support you through the process of preparing for the meeting.

Whether in-person or virtual, the format remains the same.

- > Your grant presentation will last approximately **45 minutes**. HFNJ trustees will have received a packet with your full grant proposal. Expect to present the basic outline of your project and its potential impact in the first 15 minutes. Leave the remainder of the time for a discussion of your budget; evaluation plan; sustainability of your project; and questions from the trustees. You do not need to restate what is in the written materials, but rather highlight unique aspects of the grant, especially how it will have an impact in the community. **We have found that presentations that are structured to be conversations typically work best rather than one-sided presentation of material.**
- > **Questions are typically not held until the end – they will come at any time throughout the presentation.** If you are presenting on Zoom, it is a good idea to have a dedicated staff person monitor the chat box and respond in the chat box as well as bring any questions to your team to answer swiftly in the discussion. If you are presenting in person, be ready to pivot and answer questions as they come and allow for the possibility that the conversation may turn in directions you had not anticipated.
- > Applicants can include a brief PowerPoint presentation or a video, but this decision is entirely up to you and does not affect your proposal assessment. Be sure to test any technology you use before the presentation, including any video materials you may be sharing. **Any slide presentation should be short, and enhance the material you have already submitted rather than restate it.**



## TIPS

- > One of the most important decisions you will make in preparing for your grant presentation is **deciding which individuals should represent your organization**. The HFNJ Board welcomes hearing diverse perspectives. When appropriate, you are welcome to include:
  - Your CEO or Executive Director
  - Key program staff knowledgeable and responsible for the project
  - A board member who can demonstrate the organization's commitment to the project
  - A financial representative who can speak to funding and budget questions
  - A representative from a partnering agency if that is relevant
  - A client who can speak from personal perspective. HFNJ will maintain confidentiality for any personal stories shared.
- > Be cognizant of the short amount of time you have – 45 minutes goes fast – and that larger groups may prove unwieldy. We recommend no more than about 5 people so that the trustees have an opportunity to get to know your representatives.