



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
OFFICE OF BROADBAND  
JB Pritzker, Governor



ILLINOIS  
BROADBAND  
LAB



# Grants

where to look and how to apply

PRESENTED BY:

**TERRIE SIMMONS**





## MEET YOUR PRESENTER

# TERRIE E. SIMMONS

CHIEF EXECUTIVE OFFICER  
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(630) 526-1064

**Training Expertise** – Terrie has over **35 years** of experience coaching and developing teams and leading them to *new levels of success*. She has also taught higher education at the Masters degree level. The Strategic Exceptions team have **100+ years** of experience in workforce development, business development and supplier diversity.

**Education & Certifications:** Aurora University -MBA Leadership & Organizational Development, BA, Organizational Management

**Certifications:** WBE, MBE, WBENC, BEP, Corporate Coaching

**Professional History** – Terrie is a national award-winning **empowerment speaker**, entrepreneur, author and civic leader. She is highly skilled in *strategy development and management, reputation management, customer service management and public relations*. She is the Founder of **Strategic Exceptions Professional Consulting INC** (SEPCI) and Founder of Terrie Talks Tea and Lewis Simmons Foundation. She is the first Director of the Women’s Business Center Aurora and the first female Chair of the Board of Quad County African American Chamber of Commerce. Recipient of one of 36 federal awards to create and operate the Minority Business Development Center for Illinois where she supports MBEs in capacity building and business development.





# About Us: MBDA and Illinois MBDA Business Center

## ABOUT & MISSION

- MBDA is a federal agency that aids the growth and global competitiveness of Minority Business Enterprises (MBE) to unlock their full economic potential.
- IL MBDA is funded by the MBDA and operated by Strategic Exceptions Professional Consulting INC. Part of a network of 40+ MBDA Business & Specialty Centers, 20+ regional MSDC, 1,750 corporate members, federal, state, and local agencies.

## WE SERVE ENGLISH & SPANISH SPEAKERS

- Access to Grants, Loans, Contracts & Investors
- Access to Business Certifications, New Markets, Partnerships & Joint Ventures
- Access to Customized Strategic Business Consulting



# 1900+ CLIENTS – \$170M+ IN GROSS REVENUE – \$50M+ IN GRANTS & FUNDING



Hosted Deputy Undersecretary Don Graves at a Roundtable led by many of our clients onsite at Silver Spoons Desserts HQ (another client)



Joined a Roundtable hosted by US Transportation Secretary Pete Buttigieg and Bill Foster at Joliet College. Shared about MBE issues



Arranged a Client Meeting (Derek Automotive) with Undersecretary Donald Cravins in Washington



Client Grand Opening and Launch (Silver Spoon Desserts)



Roundtable with MBDA Acting Under Secretary Eric Morrisette



Getting Clients Ready to Access \$25.5 million of the American Rescue Plan Act (ARPA) funding through the Grow Grant Program

# Access to Capital Series: Lending for Scaling Your Business

August 15, 2023



[www.StrategicExceptions.com](http://www.StrategicExceptions.com) | [info@strategicexceptions.com](mailto:info@strategicexceptions.com)



## REGISTER NOW FOR THE AURORA PORT: LENDING FOR SCALING YOUR BUSINESS



Unmask the SCARY BANKER Mystery as you sail smoothly to the investments and capital you need to grow your business!

What you will pick up at this port of call!

Join IL MBDA, Wintrust Bank, Aurora Bank and Trust, Women's Business Center, Aurora Regional Hispanic Chamber of Commerce and Aurora Regional Chamber of Commerce as we provide information on loans and resources available through:

- WBDC and KIVA
- State Small Business Credit Initiative (SSBCI)
- Wintrust Community Banks
- Illinois MBDA
- State of Illinois

Who is the voyage for? Business Owners looking for capital and investments in the next 3-12 months but you are unsure where to start or have had unsuccessful attempts.



**OUR NEXT PORT: 43 W. GALENA BLVD,  
AURORA, IL 60506  
DATE: AUGUST 15, 2024 AT 12:00-2:00PM CST  
REGISTER HERE --->>**



[HTTPS://WWW.EVENTBRITE.COM/E/SCALING-YOUR-BUSINESS-ACCESS-TO-CAPITAL-VOAGE-TICKETS-934617585357](https://www.eventbrite.com/e/scaling-your-business-access-to-capital-voage-tickets-934617585357)

# **WHAT'S ALL THAT PAPERWORK ABOUT?**

**An informational session on how to prepare for grant applications**

# Agenda and what we'll talk about today

1. Introduction to Grants
2. Common Places to Find Grants
3. Pre-Award Phase: Applying for Grants
4. Post Award Phase: Managing Your Grants
5. Upcoming Grant Opportunities



## Pre-Award Phase

Funding Opportunity Announcement &  
Application Review



## Award Phase

Award Decisions & Notifications



## Post Award Phase

Implementation, Reporting & Closeout

# GRANT LIFECYCLE



# STEPS TO APPLY FOR A GRANT



# Grant Application

PRE-AWARD STAGE

PROPERTY INFORMATION AND PURPOSE

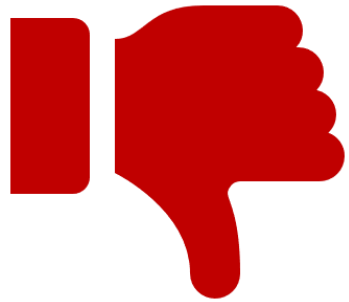


# COMMON PLACES TO FIND GRANTS

# You Can Find Grants...

1. Illinois DCEO Website
2. Joining the Illinois MBDA Business Center
3. Grants.gov
4. U.S. SBA website
5. USGrants.org Website
6. Websites for federal, state and local government agencies
7. Newsletters for federal, state and local government agencies
8. Websites for Community, Private, Family, and Corporate Foundations

# ONLY ABOUT 1 IN 10 GRANT PROPOSALS ARE ACCEPTED BECAUSE...



Applicant is  
not eligible



Incorrect or  
incomplete paperwork



Late  
submissions

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PREPARING THE  
NECESSARY  
GRANT  
PAPERWORK!



# Very Important

The paperwork needed depends on the type of grant.

Read through the notification of funding opportunity FIRST and determine all the paperwork you need to submit.



# Standard Grant Paperwork

- **Application Form** (*require info like FEIN/EIN, UEI, etc.*)
- **Character Reference** - Letters of Support
- **Partnership Agreements** - Memorandums of Understanding (MOU)
- **Proof of Capability** – Bio, Resume, Capability Statement, Testimonials, Success Stories, etc.
- **Budget** – Project Budget, Organization Budget, Budget Narrative/Justification
- **Project Narrative** - includes details on the entire projects; its scope, how the work will get done and cost
- **Match (Cost-Sharing) Letter/Confirmation**



# Standard Federal Grant Forms

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**SF-424** - Application for Federal Assistance

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**SF-424A** - Budget Information-Non-Construction Programs. Must be submitted for all budget periods.

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**SF-424B** - Assurances for Non-Construction Programs.

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**SF-LLL** - Disclosure of Lobbying Activities.

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**CD-511** - Certification Regarding Lobbying. Certification regarding debarment, suspension, and other responsibility matters, drug free workplace requirements, and lobbying.

# Things You'll Need to Accept A Grant Award

## **Business Bank account**

You'll need an account to receive the funding when it is awarded.

Sole proprietors (may be able to use personal banking)

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SUBMITTING  
YOUR GRANT  
APPLICATION!



The grant submission requirements are dependent on the type of grant.

Read the notification of funding opportunity and know the submission requirements.



# TIPS TO AVOID LATE GRANT SUBMISSIONS

1. Pay attention to the grant deadline (date, time and time zone).
1. Register as early as possible in the online application system. *The process to register in these systems can take days!*
1. Do not wait until the last minute. Submit your grant early. Systems like Grants.gov require a few hours or days to confirm that your application is submitted.



# Grant Application

## POST-AWARD STAGE: MANAGING YOUR GRANT

PROPERTY INFORMATION AND PURPOSE

# Receiving Your Grant Funding

When you are awarded the grant, you will be notified via email or phone.

This notification often includes the next steps you **MUST** take such as:

1. Accept the grant
2. Access the funding
3. Access training and systems

# Reporting on Your Awarded Grant

You may have to report on the following items on a quarterly and/or annual basis:

- 1. Progress/Performance** – You may need to report on your organization's performance, as per the committed goals.
- 2. Finances** – You may be required to report on how you've used the funding awarded and show that you've kept within the constraints of your budget.



# Grant Application

## UPCOMING GRANT OPPORTUNITIES

### PROPERTY INFORMATION AND PURPOSE

Do you  
need:

Guidance to apply  
for Grants?

# Contact the IL MBDA Business Center



<https://strategicexceptions.com/illinois-mbda/>



[info@strategicexceptions.com](mailto:info@strategicexceptions.com)



(630) 526-1066

# How to Reach Us.



(630) 526-1066

[info@strategicexceptions.com](mailto:info@strategicexceptions.com)

<https://strategicexceptions.com/illinois-mbda/>

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