



GRANTS OFFICE

25 Canterbury Road,
Suite 201
Rochester, NY 14623

Phone: 585.473.1430
Fax: 585.473.1436



c0000469.jpg Rochester City Hall Photo Lab

Needs of Non-Profit & Municipal Customers

Grants Office can guide non-profit and government groups through the often confusing grant process.

We focus on helping non-profits maximize grant funding for their organizations and develop a more strategic and informed approach to the grant seeking process.

Since the company's launch, Grants Office has been successful at aiding our non-profit and

industry clients as they negotiate the grants process.

Needs of Industry Customers

Through its experience with nonprofit and municipal groups Grants Office realized that the complexity of the grants system left a gap between the groups that are funded and the vendors that serve them.

Of all the funding streams available,

grants are among the most misunderstood. Mainly because of the variety of grant funders and programs areas, including educational, scientific or charitable.

Of the roughly \$400 billion distributed in grants each year, most of the funding goes to nonprofit organizations and municipalities.

Once the funding is distributed to the awardee, it is nearly always up to them to determine

which vendors they will contract with to provide goods and services to their project.

Grant funding most often flows to industry through contracts and purchases made with grant dollars.

Grants Office role in this process helps our industry clients develop funding for their customers while helping our nonprofit customers receive money for their valued projects and programs.

Company Overview

Founded in 2000, Grants Office, LLC provides innovative grants development services that enable corporations, municipalities and non-profit organizations to maximize their grant initiatives. We provide research and advisory services to nonprofits and municipalities looking for grant funding, as well as for industry partners that provide products and solutions to the public sector. Our consultants focus on proven ways of developing integrated grantseeking programs by leveraging our years of experience in creating long-term grantseeking strategies.

Based in Rochester, NY, Grants Office has a unique business model that incorporates the company's strong record of grant consulting and unique approach to grant funding, enabling it to build a truly credible bridge between public sector business needs, vendor solutions and the funding necessary for program and solution success. Grants Office's growing customer base is a testament to the quality of its services.

Grants Office, LLC, is a growing grants development and research company located in Rochester, New York

The Business Need

“Empowering Communities”

Grants Office Services

Grants Office focuses on grant solutions for both for-profit and nonprofit clients. Our solutions allow clients to grow their specific grants development program by reducing costs and decreasing the burden on internal staff time and resources.

We can do everything from proposal development and submittal for a grant you've identified, to comprehensive research report and completion of a year-long grantseeking plan. Grants Office offers a variety of solutions that will fit most budgets.:

Grant Database (Subscription Based)

- Comprehensive listing of state and federal grants updated daily and searchable by category and keyword
- Weekly e-mail notices about grants that match your interests
- Deadline calendar that matches your interests

Grant Research & Writing

- Identification of specific funding Opportunities
- Compilation of research into

- complete grantseeking plans
- Grant development and submittal

Grants Support Program

- Onsite/online customized grants training
- Grants needs assessment
- Product/Solution narratives
- Customer solution alignment
- Help Desk—research inquiries, telephone/web based
- Internal grants support strategy development
- .info web sites (specific grant "portals")



Grants Office focuses on grant solutions for both for-profit and nonprofit clients

Customers

Grants Office has a growing and diverse customer list.

Our industry customers include: Cisco Systems, Polar USA and Hewlett Packard.

We also serve many nonprofits, municipal agencies, schools, police departments and hospitals including: Catholic Family Centers of Rochester, Monroe County of NY, Port Authority of NY/NJ, Washington DC Public



Our Team

Grants Office's team of consultants possess a unique blend of business and grant funding experience. Rather their practical and diversified backgrounds help them better understand and appreciate our customer's environment and provide better insight into the organization's requirements.

Executive Managers

Michael Paddock, CEO

Michael is a graduate of Syracuse University. He has been

involved in grant development since 1993. Since that time he has consulted with numerous nonprofits, municipalities and corporations around the United States. Mr. Paddock serves on the US interagency Electronic Grants Committee's State and Local Sub-committee and he helped found the New York State E-Grants project. Mr. Paddock is a regular contributor to the Homeland Defense Journal, and is a featured speaker at many national conferences specializing in homeland security.

Jennifer Hemmerich, *Manager of Grants Development Services*

Jennifer is a graduate of SUNY Brockport with a degree in Political Science and an MPA (Masters in Public Administration). She has been involved in public sector work since 1997. Additionally, Jennifer has consulted with both nonprofits and municipalities to write grants and create needs assessments. Ms. Hemmerich is currently a member of ASPA (American Society for Public Administration).

Kara Mitzel *Manager of Grants Development Services*

Kara holds a BA from George Mason University an MA in English from Wake Forest University, and has conducted additional graduate work in English at the University of Rochester and in Information Technology at the Rochester Institute of Technology. She joined the Grants Office after serving at Hobart and William Smith Colleges as a development and sponsored research officer. She has extensive experience with federal and foundation funding for higher education.