



Lifespan Respite Learning Collaborative on the National Strategy Breakout Room Discussion Guide April 11, 2024

Instructions:

We will break out into 2-3 smaller groups to discuss the following situation, potentially related to our leadership on National Strategy goals and objectives and based on topics we have discussed in the learning collaborative.

Attendees will be randomly assigned into breakout groups. Each group will have a facilitator who will record the session. Please identify someone to share a brief report out of discussion highlights when we return to the full group. Please introduce yourself to the group.

What Went Wrong?

As an administrative assistant at a large nonprofit on the east coast, I did a little of everything: IT, graphic design, event planning, filing, cleaning, other duties as assigned. You know, just generally holding the whole place together.

While the organization itself was quite large, the team I was a part of was small. We only had a few grants, all from the state, and directly related to specific programs we ran. For the most part, the director and program managers submitted the same grant proposals every few years, and that was it.

But then the state launched a new grant. A big one. It would have allowed several departments within the organization — including ours — to fund much-needed community programs. A group of us decided to write and submit the grant proposal together, hoping to score a big pot of money we could all use.

I was so excited! I couldn't wait to learn the ins and outs of the grant process from people who had a ton of experience.

The first meeting took almost two hours, and a good 20 minutes of that time was spent agreeing on what font we wanted to use. The remaining time was spent divvying up all the tasks needed to complete the proposal by the deadline. In the weeks that followed, we never met again, and no one did the tasks they were assigned. Oh, and no one used the font we agreed on.

At 4:56 PM on the day it was due, my boss walked our part of the grant to the state office after he discovered the person who'd signed up to deliver it had already left with her own department's part.

I don't think we got that grant. But I do remember thinking: what went wrong?

What Constructive Criticism and advice could you give to help avoid similar problems in the future? What would you say about their approach to ...?

- **Leadership**
- **Conveying Vision**
- **Partnerships**
- **Overcoming Barriers**
- **Persuasion**
- **Performance**

Prepared by ARCH for the Lifespan Respite Grantee and Partner Learning Symposium on Implementing the National Strategy to Support Family Caregivers, April 2024