

OPAs and Key Performance Metrics

Pre-Application Strategy

Learning Objectives

- Define and implement Organizations Processing Assets (OPAs)
- Apply project management principles to assess and refine the grant development process
- Leverage performance metrics
- Conduct data-driven grant strategy reviews
- Develop a continuous improvement plan



What Are OPAs and how can you use them?

Definition: Internal resources that streamline grant applications and improve decision-making.

Key OPAs to Leverage:

- Past grant applications & proposals – Identify successful strategies.
- Financial reports & budgets – Ensure accurate forecasting and compliance.
- Funder feedback & scoring rubrics – Learn from past evaluations.
- Impact reports & case studies – Demonstrate proven success.
- Compliance & audit documentation – Maintain funder confidence and readiness.

Project Management For Grant Readiness

Visualize the Grant Timeline:

- Gantt Charts – Track submission deadlines and reporting schedules
- Kanban Boards – Assign & monitor tasks

Best Practices:

- Set realistic timelines for proposal writing & approvals
- Assign clear roles for grant writing, budgeting, and compliance
- Maintain a centralized system for grant documents

Project Title												
Task	Months											
	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Recruitment of Project staff												
Pre-KAP Evaluation												
Orientation of Project Team, Stakeholders, Beneficiaries												
Training of Teachers Workshop												
School Health Clubs Formation												
Activities in School												
Health screening camps												
Annual Meet												
Quartely Review Meeting												
Post-KAP Evaluation & Reporting												

Key Performance Indicators

Key Metrics to Track:

- Success rates
- Applications submitted vs. funded, program feedback from target audience
- Average award amounts & funding trends
- Time spent on application vs. funding received
- Administrative burden gaps that funding can help fill
- Feedback from funders
- Viz. common reasons for rejection
- Program effectiveness based on community feedback and outcomes



Accessing Resource Allocation

Time vs. Value Analysis:

- Compare staff hours spent on grant applications to award amounts
- Identify high-effort, low-reward grants to deprioritize
- Prioritize multi-year grants & general operating support grants

Strategies to Streamline Processes:

- Develop standardized templates for narratives & budgets for repeated use
- Automate routine reporting & compliance tasks
- Leverage grant consultants or shared services for complex applications

Culture of Continuous Improvement

Post-Grant Reflection Process:

- Hold debrief meetings after each submission
- Document lessons learned & best practices
- Update internal grant repository with winning proposals & funder feedback

Engaging Staff in Process Optimization:

- Assign roles for data analysis & strategy refinement
- Encourage professional development in grant writing & management
- Foster a mindset of learning & adaptability in the grant team

Reflection Slide

Take a moment to reflect on your organization's current approach to finding and developing grant proposals.

Questions to Consider:

- Which OPAs are you already using effectively?
- What grant performance metrics do you currently track?
- Are there any high-effort, low-reward grants you need to reconsider?

Key Takeaways

- OPAs help streamline grant applications & improve success rates
- Project management tools increase efficiency & reduce administrative burden
- Data-driven decision-making enhances strategic grant planning
- Continuous improvement ensures long-term funding success

