

**Broward County
Stimulus Grants Informational Workshop
American Recovery and Reinvestment Act
March 27, 2009**

**Human Services Department
Program Development, Research & Evaluation Division
TRAIN Institute**

**Highlights from our Workshop:
“Grant Writing Basics”**

A blue decorative triangle is located in the bottom-left corner of the slide.

Grants Alphabet Soup

RFA

ITN

RFP




NOFA

SOLICITATION

Funding Announcements 101

Referred to as:

- Request for Proposals (RFP)
 - Request for Applications (RFA)
 - Notice of Funding Availability (NOFA)
 - Invitation to Negotiate (ITN)
 - Solicitation
- 
- A blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the center.

Funding Announcement: Identifying the Guidelines

Who is the funder?

- ✓ Local, State, Federal or Foundation

What can be funded?

- ✓ Services, research, recognition/award, capital, fellowships/education...

Who can apply?

- ✓ For profit, not-for-profit, local and tribal government

When is it due?

- ✓ This includes both date and **time!**

Other requirements?

- ✓ Single or multiple agency, match, target population...

First Thing's First!

Important Rules of Grant Writing:

- 1) Write **ONLY** if the Funding Announcement is a fit for your agency **and** describes the activity you want to fund.
- 2) Before beginning to develop your application, ensure your agency is **eligible** to apply.
- 3) Read the **entire** funding announcement several times, then read it again, to determine your agency's capability to adhere to all funder requirements from pre-application to post-award.

Application Instructions

Sometimes contained in the NOFA:


- ✓ Announcement and Instructions (one document)

Other times contained in a separate document:

- ✓ Notice of Funding Availability (NOFA)
- ✓ Guidance For Applicants (GFA)

The “Review Criteria” page is an essential check-list: utilize this resource and refer to it often!

Identify in the NOFA:

- ✓ Funder
 - ✓ Type of Funding
 - ✓ Eligibility
 - ✓ Due Date
 - ✓ Purpose for Funding
 - ✓ Other Requirements, if any
- 
- A blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the center.

Grant Writing Basics

Standard sections of a grant application:

- ✓ Narrative
- ✓ Budget
- ✓ Letters of Agreement/Support
- ✓ Forms that require signatures
- ✓ Attachments/Appendices
- ✓ Abstract
- ✓ Table of Contents



Tip: Before writing the proposal narrative, create an outline to organize your thoughts and key points.

Components of the Narrative

- ✓ Statement of Need
- ✓ Program Description
- ✓ Program Outcomes
- ✓ Agency Capability
- ✓ Sustainability
- ✓ Work Plan/Timeline
- ✓ Evaluation Plan

TIP: Be sure you use funder's section titles and in the order requested!

Narrative: Statement of Need

Describes the situation that caused you to prepare the application

Demonstrates the positive impact the proposed program will have/knowledge of the problem and target population (research)

Makes the case for the problem in your service area (use local statistics)

TIP: Describe the situation “as is”, without saying what your program does to address the situation.

Narrative: Program Description

1. How will you meet the need, solve the problem?
2. Activities that will take place to achieve the desired results. Who is doing what to whom?
3. Why did you choose this approach?
 - ✓ **The application instructions tell you what to include**
 - ✓ **Be certain to include all required elements**
 - ✓ **Cross-check the program description with an eye toward point values for individual sections**

Narrative: Program Outcomes



Identify the change that participants will exhibit following receipt of program services.

Estimate the percentage of participants demonstrating impact as a result of the program.


Provide a mechanism to evaluate the program.

WHY?


- ✓ Increased accountability to the public
 - ✓ To assure the best use of funds
- ✓ For comparison of programs locally and across regions

Narrative: Workplan or Timeline

What is it?

- A plan of action that describes the scope and detail of how the proposed work will be accomplished by all stakeholders.
 - Lists qualitative monthly or quarterly projections of accomplishments to be achieved.
 - Identifies the kinds of data to be collected and maintained.
 - This section is often requested in tabular or chart form.
- 

Narrative: Agency Capacity

- ✓ Used by the funder to determine if the applicant has the capability and resources necessary to carry out the proposed program.
 - ✓ Information on organizational structure, staff, and experience with the need/problem to be solved.
- 
- A blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the center.

Narrative: Sustainability

Future funding sources

- ✓ Fundraising
- ✓ Grants

Specify those sources in the application:
This is very important!



Narrative: Evaluation Plan

State **how** you will determine the extent to which the program has achieved it's stated outcomes.

Define the procedures you will use to determine if the program is operating consistent with the work plan.

How will you determine quality and how will you make adjustments?

BUDGET:




- ✓ Make a reasonable funding request
- ✓ Request funds that match the narrative
 - ✓ and the scope of work
 - ✓ Must add up to projected cost
 - ✓ Justify each item of the budget
- ✓ Restrictions : What the funder will allow?


BUDGET, continued:

- ✓ Match Required? In-kind or cash?
- ✓ A program budget must be balanced (i.e., total revenue must equal total expenses)
- ✓ Budget Categories: Salaries/Benefits, Travel, Equipment, Supplies
 - ✓ Budget Summary
 - ✓ Justification

Summary and Letters of Support

- ✓ Identify agencies willing and appropriate to support the project
 - ✓ Provide a written summary with a letter, so they can be routed for signatures
 - ✓ Summaries often help shape the narrative
 - ✓ Letters of Support often highlight the needed and appropriate Community Partners
- 

Standard Forms

- ✓ **Familiarize** yourself with standard forms
 - ✓ **Identify** authorized signatory
 - ✓ **Authorized signatory** often requires project information to accompany forms in order to sign
- 

Abstract



- ✓ If required, the funder will specify length
 - ✓ Should clearly present the grant application in summary form, from a “who-what-when-why-where and how” point of view
 - ✓ If funded, this description, either as is or modified may become public information
- 

Table of Contents (if applicable)


- ✓ Funder seldom specifies format
 - ✓ Should identify the page number of each major section of the application and each appendix
 - ✓ Should not be attempted until the application is final
- 
- A blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the center.

Fatal Flaw Examples:

- ✓ Proposal is not responsive to funder guidelines
- ✓ Does not conform to instructions for format
- ✓ Is incomplete
- ✓ Exceeds page limits
- ✓ Does not include original and required number of copies
- ✓ Does not arrive by due date deadline
- ✓ Any other guidelines set by funder...



Successful Applicants:

- ✓ Establish a work plan early, and stick to it
 - ✓ Write for maximum points
 - ✓ Request outside feedback
 - ✓ Include current service data
 - ✓ Include a specific program evaluation
 - ✓ Limit budget to project costs
 - ✓ Do not procrastinate
 - ✓ Demonstrate stakeholder involvement
- 
- A blue decorative triangle is located in the bottom-left corner of the slide, pointing towards the center.