



Grant Writing 101

Basic Understanding
Basic Organization
Basic Development

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Types of Grants

- Foundations or Organizations
- Local City or municipality
- State agency
- Federal



Federal Grant Process

- President's budget and congressional action
- Notice of fund availability (NOFA) in the Federal Register
- Programmatic guidance from the VA (or other federal funding agency)
- Application submission
- Review and recommendation by committee of experts
- Cost analysis by grants officer in coordination with program staff
- Funding decisions by government officials



Basic Understanding

- Reason and Desire to submit grant
- Determine project or program
 - What do you want to accomplish
 - What will you do with the grant



Basic Understanding

- Evaluate and determine need
 - Identify the gaps
- Evaluate ability to utilize the grant award
 - How will you spend the money to achieve your goals
- Allow time for project planning & development
- Locate funding resources



Basic Understanding

- Determine criteria and eligibility of grant proposal
 - Do you and your program proposal fit?
 - Know the date of RFP submission
 - Do you have time to submit
- Know the system in which you will work
- Connect with community partners or local agencies



Basic Organization

- Read Grant Proposal
- Read all regulations
- Know elements of submission
 - Requested verbiage
 - Requested documents
 - Requested forms
 - Requested budget
 - Attachments
 - Support Letters

Basic Organization

○ **General Guidelines**

- Do the assurances and certifications early in the process since the final proposal won't affect these documents.
- Determine staff, consultants, and collaborative relationships early so that you can get letters of commitment/support as well as resumes. You may need to draft these letters yourself, including proposed responsibilities, services, and/or financial resources, giving a generous deadline date for return.

Basic Development

- **Support Letters**
 - Partners
 - Supporters
 - Contact personally or by phone
 - Hard copy and FAX
 - Items to include
 - Who you are
 - What you are requesting
 - Who is offering the RFP
 - When response is needed
 - Sample of Support Letter
 - Follow-up call as needed



Basic Development

- Begin compilation of required documents and attachments
- Make copy of RFP proposal
- Accurately title and date all working generations of the document
- Back-up all computer work



Basic Development

- Attend any technical assistance workshops that are offered.
- Use the forms/schedules that the agency provides.
- Address all required components of the Programmatic Guidance.
- Meet all mandatory deadlines



General Guidelines

- In reading the entire Programmatic Guidance, note the amount of points assigned to each section and allocate your time accordingly.
- Pay special attention to the appendices as well as resources and websites that are referenced in the text.
- Follow any grant submission guidelines that the funding agency may have (e.g., order of presentation of documents, page restrictions for each section and overall proposal, font, margins, and spacing).



RFP Elements

- Possible Elements of the Proposal
 - Summary Project Narrative
 - Budget and Leveraging
 - Detailed Description of need
 - Detailed Project Plan including goals and objectives



RFP Elements

- Your ability to perform and achieve goals
 - Resumes of program personnel
 - Your specific ability and experience
- Coordination with other programs
- Assurances
- OMB forms



Project Narrative

The Abstract should include:

- Project design
 - What you intend to accomplish. How.
- Supportive services
- All project collaboration
- Populations to be served
- Knowledge and statistics
- Existing gaps you will fill



Project Narrative

- This Narrative is a summary of your proposal and must be concise, clear, and persuasive. Do not use jargon and acronyms (unless explained). Reviewers must understand clearly what you are going to do, how you are going to do it, the expected results, and the strategies for making modifications.



Budget and Leveraging

- Do the budget last, when you know the scope of the proposed project.
- How much do you need?
- What is the Breakdown of use?
- What is the match you must provide?
- How and by whom will the match be provided?
- Supporting documentation will be needed



Description of Need

- How did you identify the need
- Estimate the number to be served or eligible for the program
- List specific sources of information
- What percentage of the whole will be served
- Describe special characteristics or needs of the group to be served to demonstrate an understanding of the population.



Project Plan – Goals and Objectives

- Needs to be feasible and reflect realistic expectations.
- Offers a clear snapshot to reviewers of program components and process.
- What services will you provide
- What are your program goals and objectives



Goals and Objectives with Outcomes

- *They shift focus to program results*
- *Determine if programs make a difference*
- *Help programs improve services, evaluate needed program modifications*



Goals and Objectives with Outcomes

- Outcomes: What do they do?
 - Indicate Changes in lives of program participants as result of an intervention
 - Documents effectiveness (or lack of) of your program activities



Goals and Objectives with Outcomes

- Outcomes: What should they be?
 - Specific
 - Measurable
 - Achievable
 - Realistic
 - Directly related to program processes or activities



Goals and Objectives with Outcomes

- Outcome Statements
 - Change statements
 - Increase, decrease, maintain
 - Target statements
 - Specific level of achievement
 - Benchmark
 - Comparative



Goals and Objectives with Outcomes

- Writing Outcome Statements
 - Change
 - Clients will increase awareness of barriers that prevent them from obtaining housing.
 - Target
 - 85% of clients will increase their awareness of barriers to housing.
 - Benchmark
 - 85% of clients will increase their awareness of barriers to housing by their fourth month of program participation.



Ability and Experience

- Can your agency or non-profit organization accomplish your project
- Does it have the ability and capacity to accomplish the proposed project?
- Resumes of program personnel may be requested.



Partnerships

- Describe who they are.
- How will you coordinate with them?
- Obtain letters of partnership and commitment
- MOAs may be required



Forms and Documents

- Articles of Incorporation
- Non-Profit Status
- Audited Financial Reports
- OMB Standard Form 424
- Assurances



Final Stage

- After completing the application, review the Project Narrative to ensure its:
 - Accuracy
 - Persuasiveness
 - Comprehensiveness

This is the project summary and the part of the application on which the reviewers base their initial judgment.



Submission

- Follow all directions closely
 - Original and number of copies
 - Bound or unbound
- Submission dates
- Where to be submitted
- Return receipt requested
- Pray