

EMPOWERING AMERICA'S GRASSROOTS

Federal Grants: Beginning the Journey

Elizabeth Robertson



Navigating the Grants Process

1. Beginning the journey
2. Researching opportunities
3. Understanding the process
4. Writing the grant
5. Submitting the proposal
6. Receiving the grant award



Federal Grants

- Organizations, not individuals, typically apply for these grants
 - Institutions of higher education
 - Local government agencies
 - State government agencies
 - Non-profits—including faith-based organizations
 - Hospitals
- In order to apply for Federal funding, an organization must have a DUNS number
 - Call 1-800-333-0505 for a DUNS number

Getting Started

- Identify and prioritize community needs and problems
 - Assess your organization's talents and strengths
 - What do you do well?
 - What do you want to accomplish?
 - What are the short-term and long-term goals for meeting community needs?
 - Are there partnership opportunities?
 - Don't take on more than you can handle
- 
- A decorative graphic of green grass blades is located in the bottom right corner of the slide.

Finding Grants

- **CFDA.gov:** The online Catalog of Federal Domestic Assistance, which lists all of the funding opportunities available to the public
 - *(Note: each program has its own identification number)*
- **Grants.gov:** A single access point for over 1,000 grant programs offered by 26 Federal grant-making agencies, as well as some State and local governments.
- **HHS.gov/fbci:** List current funding opportunities within HHS

Grant Application Notice

- Published in Federal Register
- Accessible via the web
- Contains all vital information
- Primary tool for writing the proposal
- Serves as outline for proposal



Using the Application Notice

- Don't be intimidated by the language
- Read notice thoroughly
- Note application workshops or conference calls
- Print out all included forms
- When in doubt, ask questions



Key Program Questions

1. Who is eligible?
2. When is the deadline(s)?
3. What is the award amount per grant?
4. How many projects will be funded?
5. Is there a matching grant requirement?



Key Program Questions (continued)

6. Where can I get the application?
7. Is there a page limit?
8. Where do I submit the application?
9. Who is the program contact?



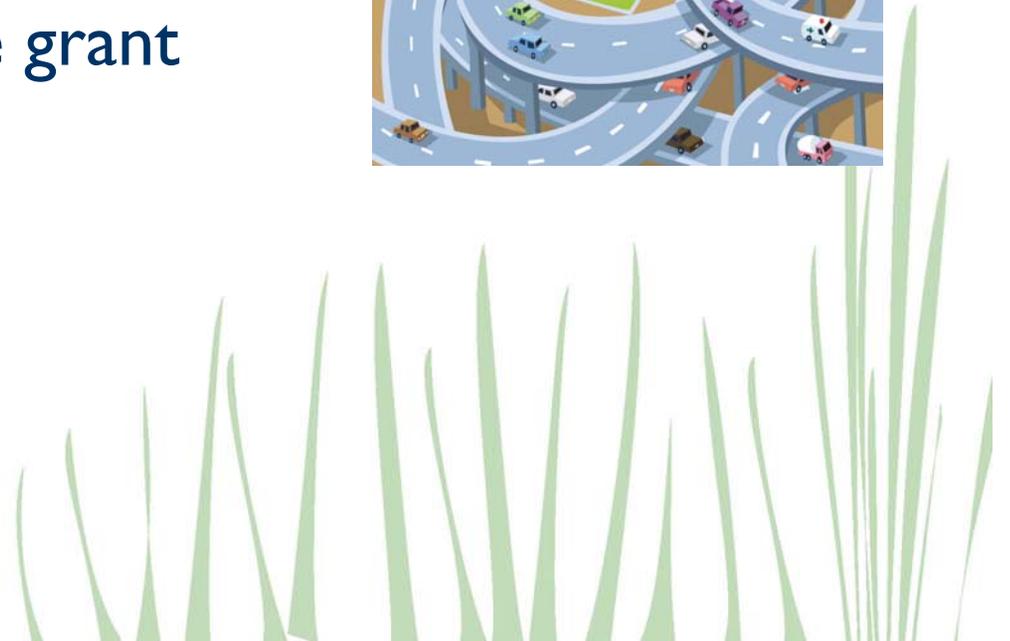
Establishing Timelines

- Assess time available
- Research programs well in advance
- Recipe: 2/3 planning; 1/3 writing
- Outline necessary steps
- Build an organizational bio
- Applying online



Monetary Roadmap

- Clear, concise, and detailed
- Meets Federal requirements
- Aligned with purpose/statute
- Plots out the life of the grant
- Achieve project goals

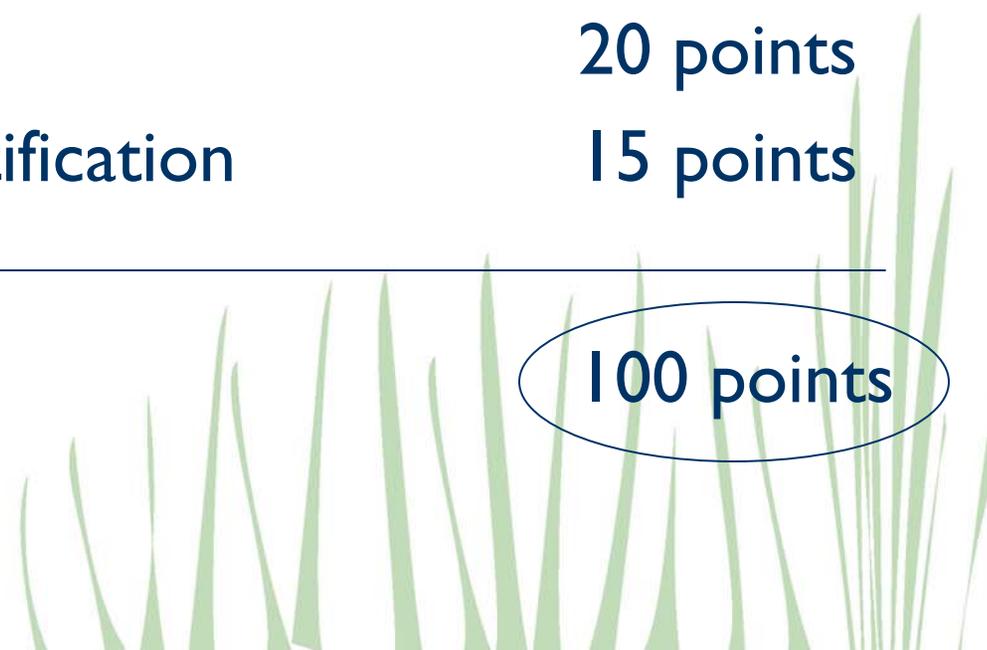


Selection Criteria

- | | |
|--------------------------------------|-----------|
| ■ Objectives and need for assistance | 20 points |
| ■ Approach | 30 points |
| ■ Results or benefits expected | 15 points |
| ■ Organizational Profiles | 20 points |
| ■ Budget and budget justification | 15 points |

Goal:

100 points



Meeting the Program Objective

- Tie your proposal's purpose to the program objective
- Not a "gimme"
- Proposal must address program objective
- The opener of the narrative
- Connects other criteria together



Need for Project

- Explain how community need ties into the grant program's purpose
- Must be demonstrated through facts
- Avoid emotion, jargon, and rhetoric
- Compare target area with region and nation
- Use most recent statistics and data
 - Access Census website



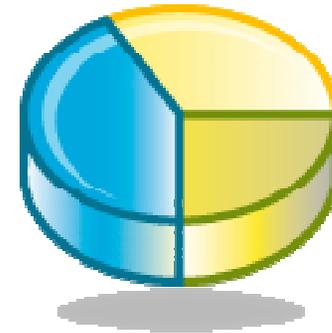
Using Census Data

- National and regional assistance
- Site is free and user-friendly
- American factfinder is primary tool for accessing statistics on:
 - Population
 - Income
 - Education
- Track patterns by decade

<http://www.census.gov/>

Visual Aids

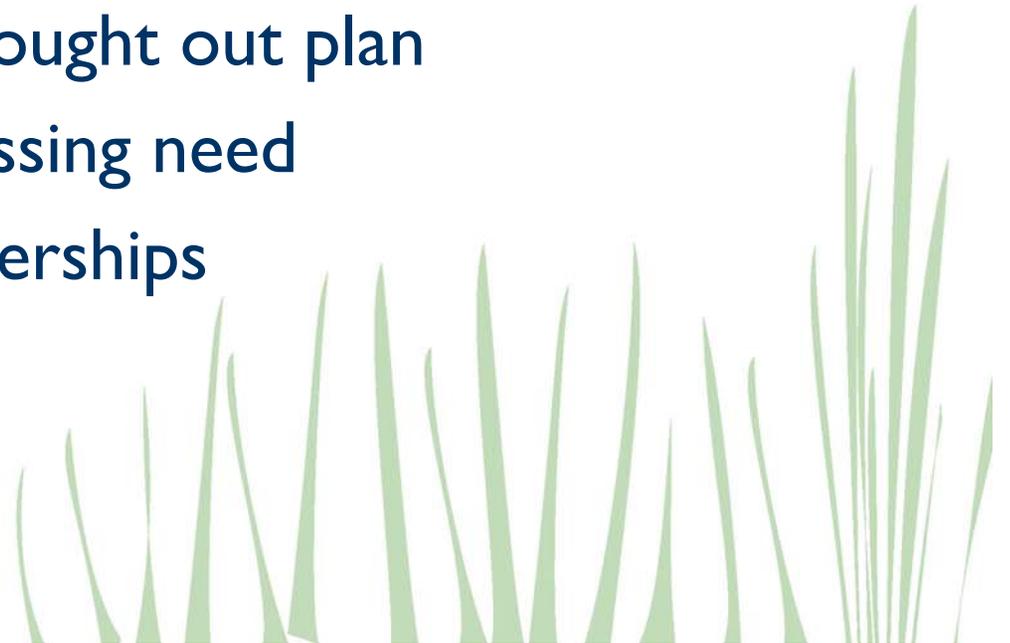
- Charts, tables, maps, and graphs can:
 - Maximize space
 - Emphasize main points
 - Allow for quick comparisons



Ensure symbols are clear for black and white copying

Quality of Project Design

- Should meet the stated need
- Reflect the life of the grant project
- Detail recruitment of targeted population
- Demonstrate a well thought out plan
- Varied means of addressing need
- Build community partnerships



Quality of Approach

- Incorporate proven methods
- Tailor services to benefit your community
- Cite examples of annual activities
- Emphasize individualized services
- Staff input and participant feedback



Quality of Organizational Profile

- Provide detailed job descriptions
- Highlight qualifications of proposed staff
- Demonstrate staff's ability to relate to target population
- Address staff's professional development
- Align salaries with time and effort



Submitting the Application

- See application notice for submission details
 - Grants.gov
 - Agency-specific website
 - Hard copy in the mail
- Be aware of registration procedures and complete early
- Allow time for application to be submitted



Processing the Application

- Received by the awarding agency
- Given a unique ID number
- Screened for eligibility
- Reviewed by a panel of experts
- Scored and ranked
- Recommended for funding



Winning Reminders

- Update statistics and applicant data
- Budget wisely
- Locate agency guidance
- Register to apply online
- Implement reader comments
- Apply, Apply, Apply!



CFBCI Contact Information

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