

The top half of the slide features a dark blue background with a pattern of interlocking gears. Several of the gears contain a white dollar sign (\$). Dotted lines with arrows indicate a flow or process. A large, light blue, wavy banner shape is overlaid on this background, containing the main title.

# Gearing Up for the Grant

March 16, 2016

The bottom half of the slide features a dark blue background with a pattern of silhouettes of people. The silhouettes are arranged in a way that suggests a group of people, possibly a team or a community, engaged in an activity. The silhouettes are light blue and semi-transparent.

ResourceAssociates

Winning grants to fund the greater good since 1995.

[www.grantwriters.net](http://www.grantwriters.net) | 505-326-4245

# Today's Speaker



## **Marissa Berg** *Quality Control Manager, Resource Associates*

- 9 Years with Resource Associates
- Bachelor of Science Degree in Journalism from California Polytechnic State University San Luis Obispo
- Reviews over 200 applications a year
- Federal Reviewer
- Contributor to some of the highest scoring federal proposals in the Country
- Background in Technical Writing and Journalism

# My Passion behind the Work





# Gearing Up for the Grant

- Determining a grant program's purpose
- Identifying grants that are the best fit for your program's purpose and goals
- Articulating goals and objectives
- The logic model
- Describing organizational capacity
- Identifying and securing partnerships
- Developing the budget

# The First Step

- Review Previous Year's Request for Proposals (RFP)
- Find them on Grants.gov or on the specific federal/state/foundation webpage
- Use the search feature to find a program that could be in line with your organization's goals.

# Searching for Grants

The screenshot shows the Grants.gov website. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. Below this is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. The main navigation menu includes HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area features a large banner for 'Apply for Grants' with a description of the application process and a red button labeled 'Apply for Grant Opportunities'. To the right of the banner is a photograph of the Lincoln Memorial. Below the banner is a section titled 'Find Open Grant Opportunities' with buttons for 'NEWEST OPPORTUNITIES', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES', and a 'View More' link. On the right side, there is a 'Grants.gov Updates' section with sub-sections for 'Grants.gov Calendar', 'Grants.gov Scheduled Maintenance Outage: March 21-23, 2015', 'Grants.gov Notices', and 'View the Summary of User Impacts for upcoming changes. (Revised January 23, 2015)'. At the bottom of the updates section is a 'Grants.gov Releases' section.

- They sometimes have old RFPs, but they often expire and are taken off

# Searching for Grants

The screenshot shows the Grants.gov website. At the top, there are navigation links: CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar contains the text "Grant Opportunities" and "Enter Keyword..." with a "GO" button. Below the search bar is a main navigation menu with links: HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area features a large banner for "Apply for Grants" with a red button labeled "Apply for Grant Opportunities". To the right of the banner is a "Grants.gov Updates" section with sub-sections: "Grants.gov Calendar" (with a link to check updates), "Grants.gov Scheduled Maintenance Outage: March 21-23, 2015" (highlighted in yellow), "Grants.gov Notices" (with a link to view notices), and "View the Summary of User Impacts for upcoming changes. (Revised January 23, 2015)". Below the banner is a "Find Open Grant Opportunities" section with buttons for "NEWEST OPPORTUNITIES", "BROWSE CATEGORIES", "BROWSE AGENCIES", and "BROWSE ELIGIBILITIES", and a "View More" link.

- Best time to get the RFP is to download it while it is currently available with the idea of using it for planning for the next funding period .

# Searching for Grants

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > View Opportunity

## VIEW GRANT OPPORTUNITY

[« Back | Link](#)



**HHS-2015-ACF-ACYF-CF-1008**  
Building the Evidence for Family Group Decision-Making in Child Welfare  
Department of Health and Human Services  
Administration for Children and Families - ACYF/CB

**SYNOPSIS DETAILS** | VERSION HISTORY | RELATED DOCUMENTS | APPLICATION PACKAGE

[Print Synopsis Details](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **2/23/2015**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### General Information

<b>Document Type:</b> Grants Notice	<b>Posted Date:</b> Feb 23, 2015
<b>Funding Opportunity Number:</b> HHS-2015-ACF-ACYF-CF-1008	<b>Creation Date:</b> Feb 23, 2015
<b>Funding Opportunity Title:</b> Building the Evidence for Family Group Decision-Making in Child Welfare	<b>Original Closing Date for Applications:</b> Apr 24, 2015 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
<b>Opportunity Category:</b> Discretionary	<b>Current Closing Date for Applications:</b> Apr 24, 2015 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
<b>Funding Instrument Type:</b> Cooperative Agreement	<b>Archive Date:</b> May 25, 2015
<b>Category of Funding Activity:</b> Income Security and Social Services	<b>Estimated Total Program Funding:</b> \$2,010,000
<b>Category Explanation:</b>	<b>Award Ceiling:</b> \$670,000
<b>Expected Number of Awards:</b> 3	



# Searching for Grants

## Eligibility

**Eligible Applicants:** Native American tribal organizations (other than Federally recognized tribal governments)  
City or township governments  
Native American tribal governments (Federally recognized)  
Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education  
County governments  
Public and State controlled institutions of higher education  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education  
State governments  
Private institutions of higher education

**Additional Information on Eligibility:** The legislation specifies that if the applicant is a private organization, it shall provide documentation of support from the relevant local or State child welfare agency and a description of how the organization plans to coordinate its services and activities with those offered by the relevant local or State child welfare agency. The legislation also states that institutions of higher education (as defined under section 101 of the Higher Education Act of 1965 (20 U.S.C. &sect; 1001)) are eligible applicants. Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>. Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

## Additional Information

**Agency Name:** Administration for Children and Families - ACYF/CB

**Description:** The purpose of this funding opportunity announcement (FOA) is to solicit proposals for 36-month demonstration projects which will: 1. Conduct a Family Group Decision-Making (FGDM) program which effectively supports family connections and engages family members in ways that achieve positive outcomes for the target population of children who are in, or at risk of entering, foster care and their families; and 2. Analyze the implementation, impact and cost of the FGDM program, through a rigorous local evaluation and cross-site evaluation participation, and produce high level evidence of what worked and why, in order to contribute to the evidence base for FGDM practice. Grant projects will implement and evaluate a FGDM program, which includes essential elements required under this FOA. Grant projects will be designed to support families in making decisions and developing plans that nurture children in the target population, protect them from abuse and neglect, and, when appropriate, address domestic violence issues in a safe manner. Throughout the project period, grantees will devote a substantial amount of resources to the effective collection and analysis of data for evaluation purposes, and to the dissemination of evaluation findings regarding the impact of the FGDM process on safety, permanency and well-being outcomes for the target population of children and their families.

**Link to Additional Information:** <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2015-ACF-ACYF-CF-1008>

**Contact Information:** If you have difficulty accessing the full announcement electronically, please contact:

ACF Applications Help Desk [app\\_support@acf.hhs.gov](mailto:app_support@acf.hhs.gov)  
ACF Applications Help Desk

# Searching for Grants

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > View Opportunity

## VIEW GRANT OPPORTUNITY

« Back | List



HHS-2015-ACF-ACYF-CF-1008

Building the Evidence for Family Group Decision-Making in Child Welfare

Department of Health and Human Services

Administration for Children and Families - ACYF/CB

SYNOPSIS DETAILS

VERSION HISTORY

RELATED DOCUMENTS

APPLICATION PACKAGE

[Print Package List](#)

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.



#### READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Competition ID	Competition Title	Open Date	Close Date	Actions
93.605	HHS-2015-ACF-ACYF-CF-1008	Building the Evidence for Family Group Decision-Making in Child Welfare	02/23/2015	04/24/2015	<a href="#">Select Application Package to Download</a>

# Searching for Grants

- Each department also has program RFPs available

 **HHS Grants Forecast**
U.S. Department of Health & Human Services

Home
About
Glossary
Advanced Search
Browse by Category
Archive
Related Links

## Grants Forecast

The Department of Health and Human Services' Grants Forecast is a database of planned grant opportunities proposed by its agencies. Each Forecast record contains actual or estimated dates and funding levels for grants that the agency intends to award during the fiscal year. Forecast opportunities are subject to change based on enactment of congressional appropriations.

When funding is available and an agency is ready to accept applications, the agency will issue an official notice, known as a Funding Opportunity Announcement (FOA), which will be available on Grants.gov. The FOA provides guidance on how to receive an application kit and instructions on how to apply.

### Search

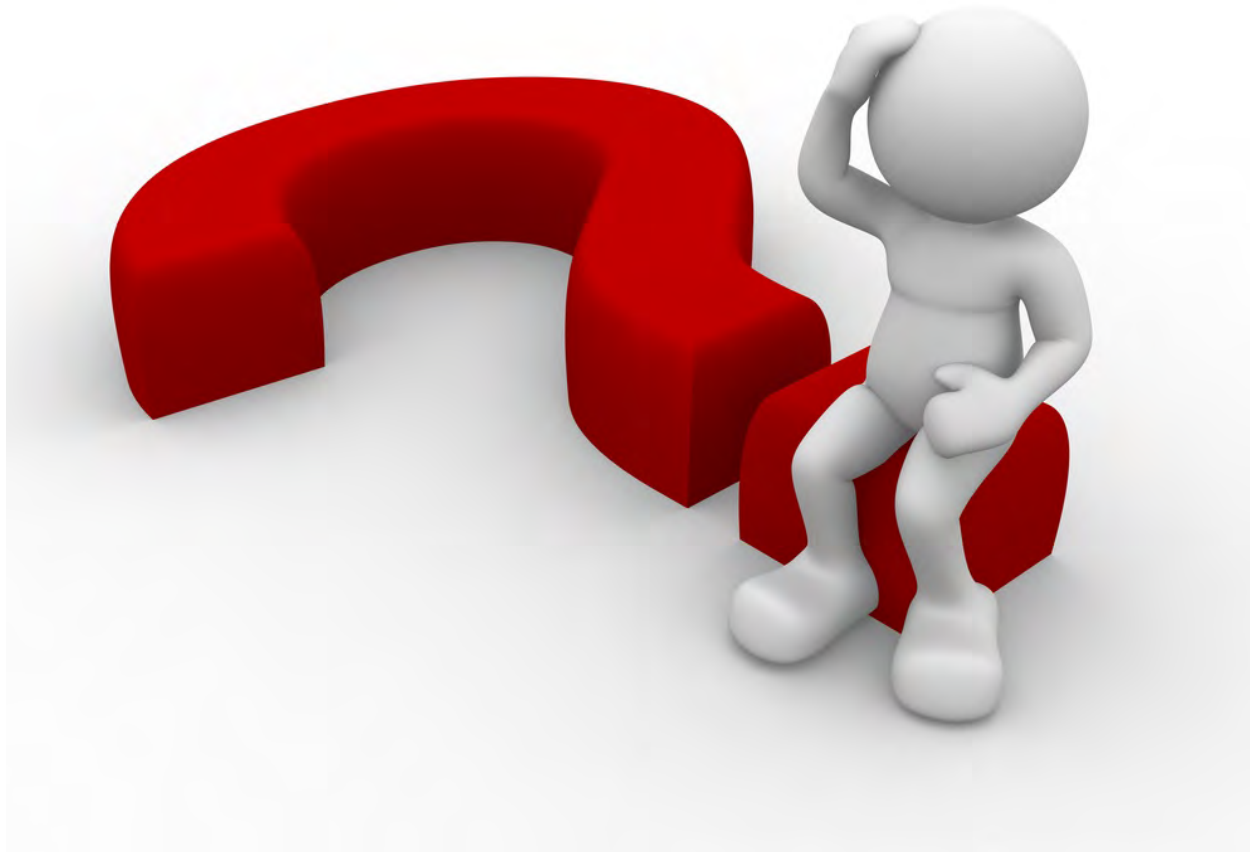
Search

View All (804)
Forecasted (270)
Posted to Grants.gov (534)

Eligibility	Agency			Category
Government Organizations (648)	ACF (449)	ACL (59)	AHRQ (8)	Affordable Care Act (ACA) (18)
Nonprofit Organizations (635)	ASPE (0)	ASPR (2)	CDC (83)	Other Categories
Native American / Tribal Organizations (613)	CMS (7)	FDA (4)	HRSA (45)	
Educational Organizations (620)	IHS (9)	NIH (51)	OASH (51)	
Small Businesses (518)	OCIO (2)	OGH (0)	ONC (0)	
	OPHS (33)	SAMHSA (1)		

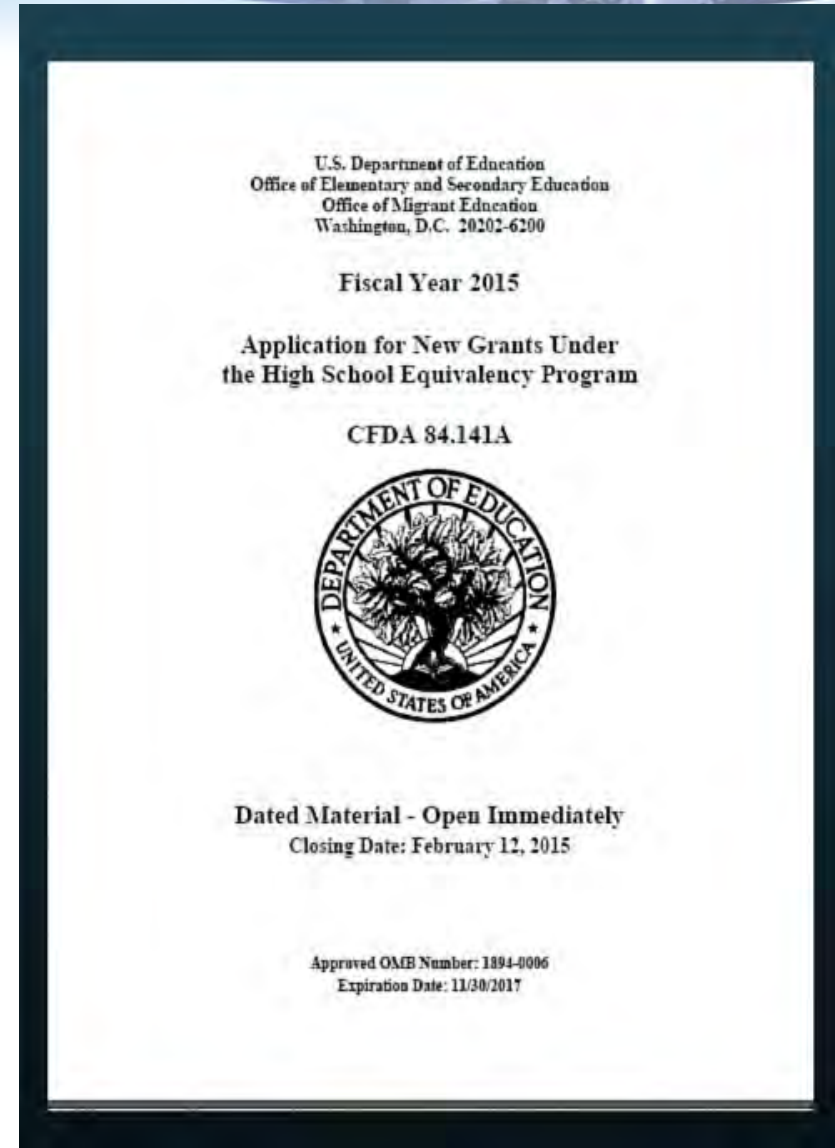
## Recent Updates

# Questions and Answers



# The First Step

- Working from a previous year's RFP
- Find a grant that fits your mission, project, or initiative
- Determine the grant program's purpose
- Read, Read, Read the RFP (Request for Proposal)



# The First Step

- The first part of the RFP has most of the needed information
- But... it is important to read the **WHOLE** thing because there can be hidden information

## Program Background Information

### *Program Overview*

The purpose of the High School Equivalency Program (HEP) is to help migrant and seasonal farmworkers and members of their immediate family: (1) obtain the equivalent of a secondary school diploma, and (2) subsequently to gain employment or be placed in an institution of higher education (IHE) or other postsecondary education or training.

### *Eligible Applicants*

Eligible applicants include:

- Institutions of higher education
- Private nonprofit organizations

Complete Selection Criteria can be found beginning on page 39.

### *Competitive Preference Priority*

The FY 2015 competition includes one competitive preference priority. An applicant that meets the competitive preference priorities may receive up to 15 additional points under Section 418A (e) of the HEA, as amended, for prior experience of service delivery on its application.

For more information, see page 43.

### *Invitational Priorities*

The FY 2015 competition includes three invitational priorities. Under this competition, we are particularly interested in applications that address the Secretary's Priority for promoting "science, technology, engineering and mathematics (STEM) education," applications that propose to engage faith-based and community organizations in the delivery of services under this program, and applications that include a well-developed plan that is supported by evidence of strong theory. Under 34 CFR 75.105 (c) (1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications. Applicants may address these priorities in the project narrative.

### Invitational Priority 1 -- Science, Technology, Engineering and Mathematics Education (STEM)

Under this invitational priority, we are seeking projects that are designed to address one or more of the following priority areas:

- a) Providing students with increased access to rigorous and engaging coursework in STEM.
- b) Increasing the opportunities for high-quality preparation of, or professional development for, teachers or other educators of STEM subjects.

**Note:** Applicants could consider activities to better prepare program participants to transition into postsecondary education, such as preparing students to pass the sections of college entrance examinations in STEM-related subjects or mentoring, counseling and tutoring services designed to motivate participants to pursue postsecondary education in STEM-related fields. Similarly, for

# The First Step

- Review Program Background Information
- Review Frequently Asked Questions
- Review Absolute and Competitive Preference Priorities
- Review the Application Instructions/ Evaluation Criteria
- Review Required Attachments
- Read the Entire RFP (front to back)

# The First Step

- The idea is that:
  - if you are not already prepared to pursue this grant.....

.....then you will know what is needed to have everything in line when the grant comes out for competition.



# The First Step

- This could mean:
  - Data provided through a needs analyses
  - A more structured linear program design
  - Stronger community partnerships
  - A more realistic budget
  - Achievable goals/objectives
  - Stronger Organizational/Management Capacity

# Registering for Grants.gov

- You will need a:
  - EIN Tax ID Number
  - DUNS (Dun and Bradstreet) Number
  - SAM (System of Award Management) Registry
  - Grants.gov Login and Password
- There is NO COST/FEES for these registries

# Articulating goals and objectives

- Better to plan ahead and determine early what you want to achieve in a grant
- One Main Goal and 3 Objectives
- SMART Format (Specific, Measurable, Attainable, Realistic, Timely)

**SOCIAL  
CHANGE  
IS GOOD**

# Articulating goals and objectives

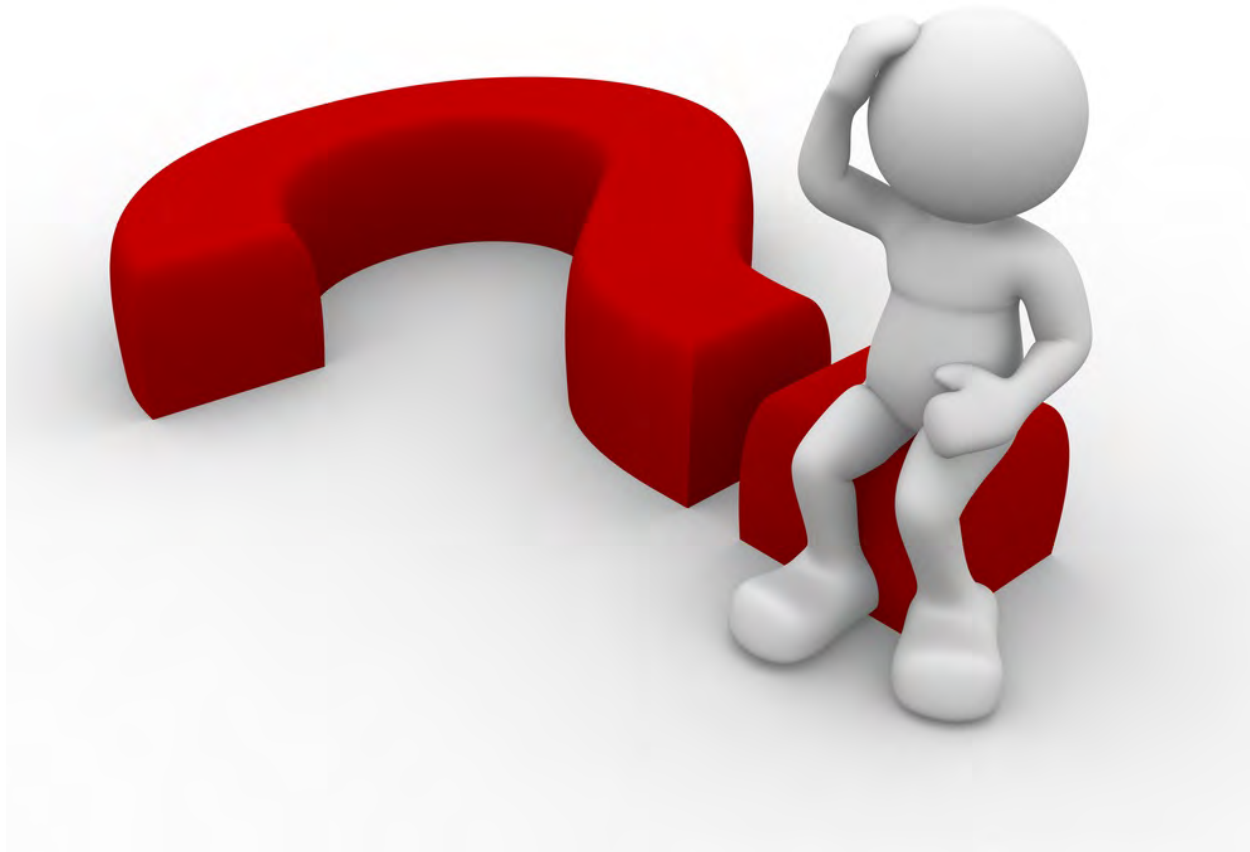
- One Main Goal and 3 Objectives in SMART Format (Specific, Measurable, Attainable, Realistic, Timely)
- Example: By August 30, 2015, the Johnson County Drug Free Community Coalition will distribute and collect 250 Youth Risk Behavior Surveys.

# Articulating goals and objectives

- These Goals and Objectives are not set in stone
- They can be changed and tweaked anytime throughout the year up until you put them in your grant proposal
- Make sure that the goals and objectives are consistent with the purpose of the grant

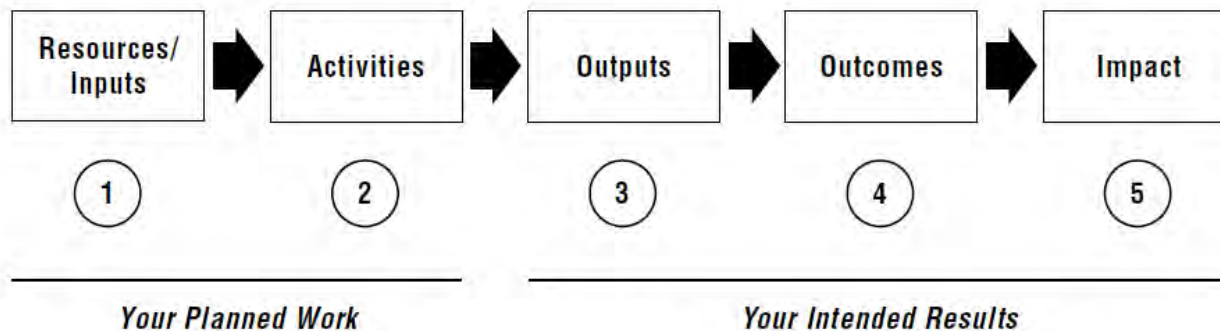


# Questions and Answers

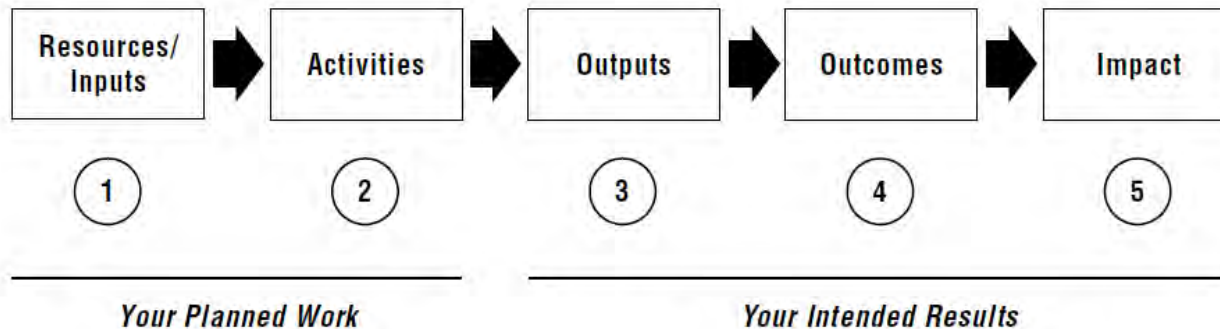


# The Logic Model

- Logic Models help articulate a plan for your program/project



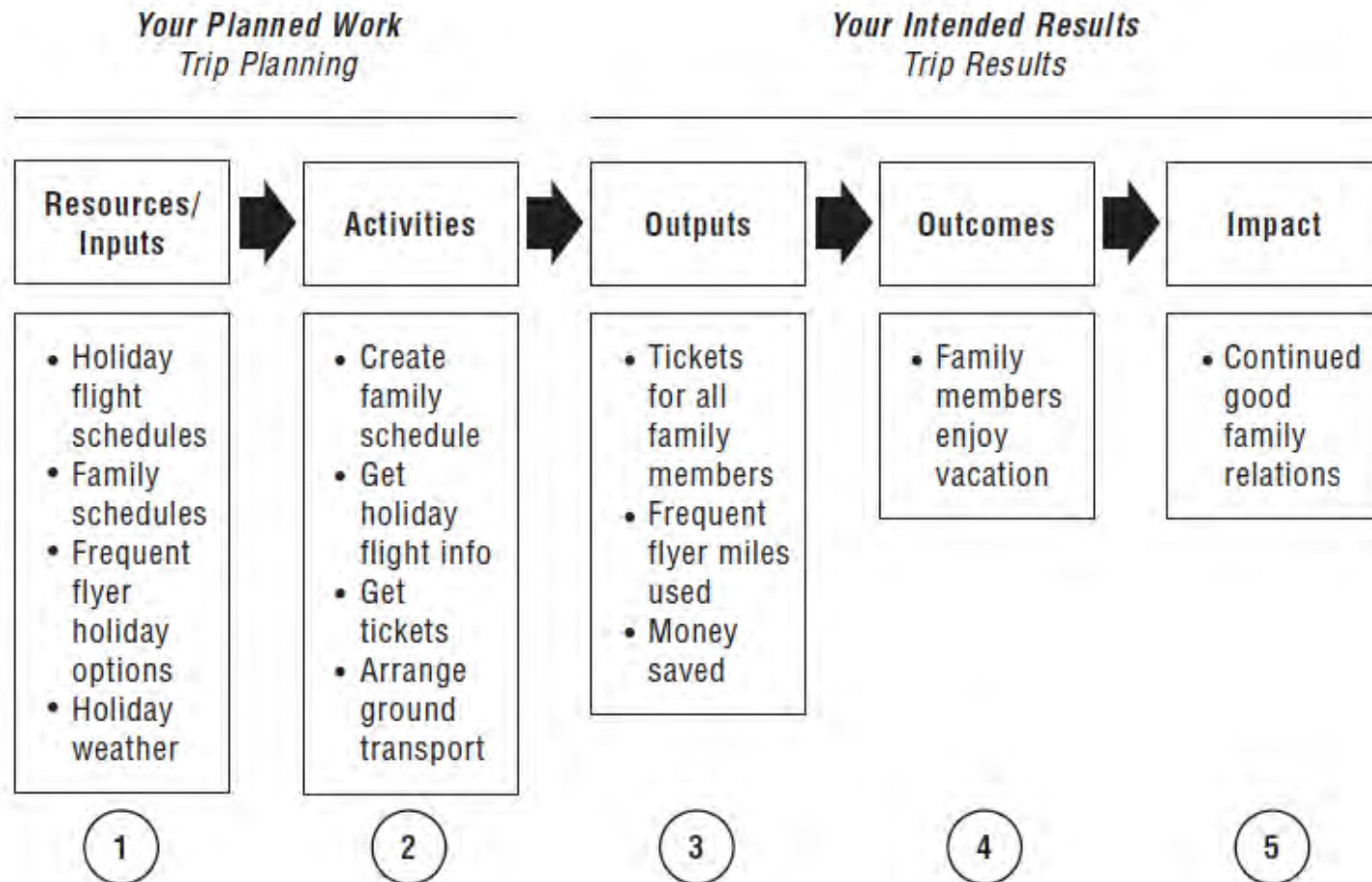
# The Logic Model



- Resources/Inputs - Who is doing what?/What is going to be done?
- Activities - How is it going to be done?
- Outputs - What will be produced?
- Outcomes -What will be changed?
- Impact - Overall change



# The Logic Model



# Describing Organizational Capacity

- Organizational Capacity is something that will stay constant (most of the time) from grant to grant
- Good - You can start working on it early
- Think about who will be the:
  - Project Director
  - Financial Manager
  - Any New Positions?

# Describing Organizational Capacity

- New Positions?
  - Create job descriptions
  - Propose a temp person
- Collect Resumes
- Include both Resumes and Job Descriptions in your grant
- Create an Organizational Chart



# Identifying and securing partnerships

- Based on the RFP
  - Think about the partnerships that are needed
  - Do they already exist?
  - Do you already have a Memorandum of Understanding or Letter of Support?
  - If not, you need them!
- Relationships take time to build - **START NOW**

# Identifying and securing partnerships

- When identifying partners:
  - Think about how each organization can work together symbiotically
  - How does each organization contribute to the other?



# Identifying and securing partnerships

- Articulate the discussion in a Letter of Support or an Memorandum of Understanding (MOU)
  - Letters of Support are more general and basic (usually only one page)
  - MOU (2 pages or longer) describes what each entity is doing and contributing to the project

# Developing the Budget

- Don't forget about the money!
- Start thinking about how much it will cost to implement the project
- Keep in mind: Maximum grant requests and matching



# Developing the Budget

- Think about:
  - Personnel
  - Fringe
  - Travel
  - Supplies
  - Equipment
  - Contractual
  - Indirect
  - Any other expenses





# Developing the Budget

- Main Categories:
  - Personnel - Who are you going to hire?
  - Fringe - How much do you include? How is it broken down?
  - Equipment - What do you need to buy? Get itemized quotes from vendors?



# Developing the Budget

- Main Categories:
  - Contractual - Who else is going to be involved that requires a contract?  
Service providers?  
Evaluation?
  - Travel -Are you going to conferences? Trainings?  
Local travel required?

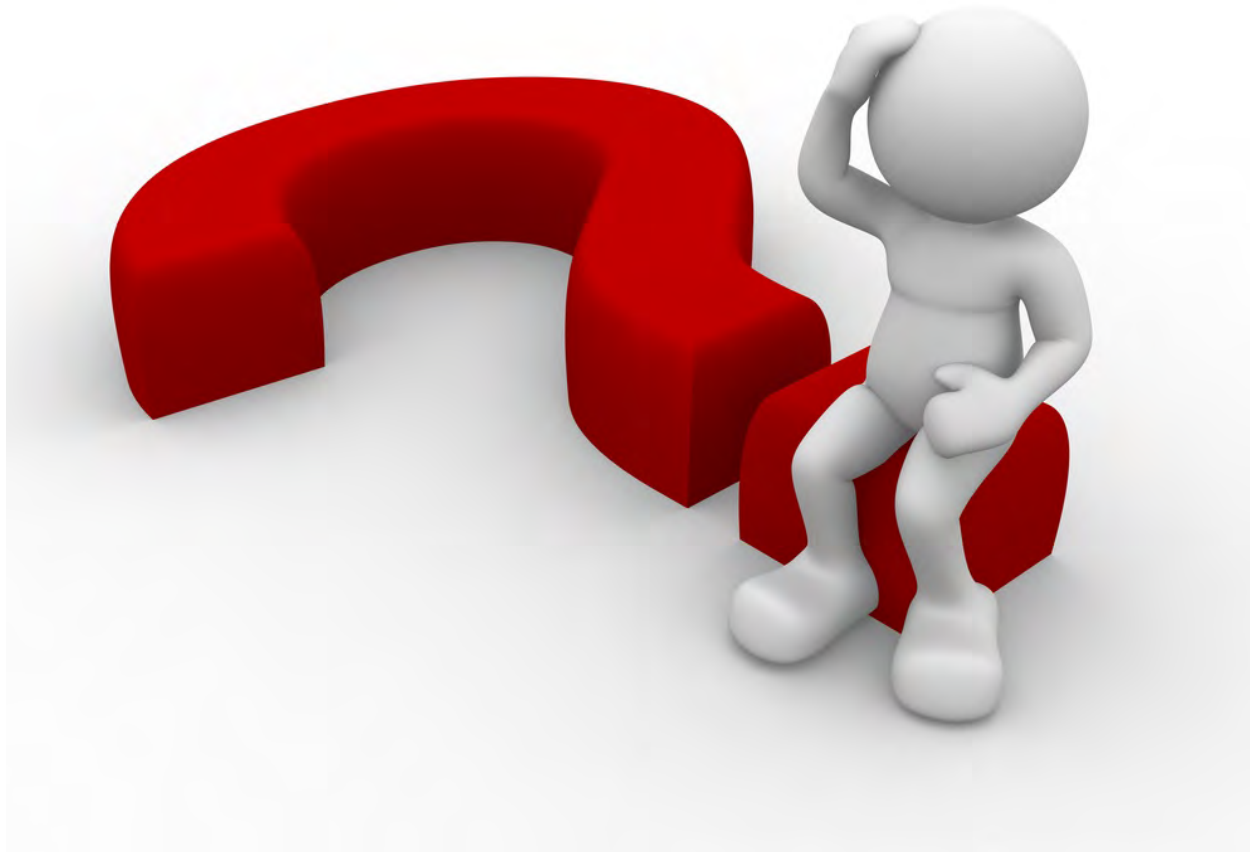


# Gearing Up for the Grant

- There is a lot to do!
  - Don't be discouraged
  - You can always change things later
  - Having a proactive plan allows you more freedom
  - Fine tune your project instead of fleshing out the raw design



# Questions and Answers





## **Scott Hyland**

*Outreach Specialist,  
Resource Associates*

- 20 years writing federal, state and foundation grant proposals
- Grant experts available to answer questions at no charge
- Competitive rates for proposal writing
- Technical review & editing

# Find Grant Opportunities



- Sign up for FREE Grant Siren email alerts
- Grant research – an affordable custom research service to identify grant opportunities that are specifically aligned with the areas where you need funding

# Service Process

## Planning and Research

- Grant Siren, Grant Research Opportunity (GRO) Report, Strategic Planning, Retainer Based Services, Partnership Development, 501c3 Development

## Grant Writing

- Federal, State, and Foundation Proposals, Rewrite Services, Technical Review

## Evaluation

- Formative and Summative Reporting, Quarterly and Annual Reporting for funders and stakeholders

# Service Structure

## 501c3 Development and/or Partnership Development

- \$1,750 per service

## Grant Research Opportunity (GRO Report)

- \$500

## Grant Writing Services

- \$750-\$7,500 (Average \$3,300) per grant

## Technical Review Services

- \$750



# Grant Writing

- Over 100 grant writers across the Country
- Specializing in all areas
- Experienced and Dedicated Quality Control Team
- Established Protocol for Developing Award winning Grants



# John Nawrocki

## Development Manager

Resource Associates

p: 505.326.4245

c: 505-402-3915

f: 505.326.1698

e: [j.nawrocki@grantwriters.net](mailto:j.nawrocki@grantwriters.net)

# Scott Hyland

## Account Manager

Resource Associates

p: 303.246.5506

f: 505.326.1698

e: [s.hyland@grantwriters.net](mailto:s.hyland@grantwriters.net)

[www.grantwriters.net](http://www.grantwriters.net)

*Winning grants to fund the greater good since 1995*

# Freebie!!!

- Short-Long Term Domain Planning Table
- On the right hand side
  - Hit the “+” symbol
  - Click the “Planning Document.doc” file and download
- Use it for your future grant plans