Grant Application Notice

Published in the Federal Register
Accessible via the Web
Contains all vital information
Selection criteria
Competitive priorities
Contact information for program office
Deadline

Getting Started

Identify and prioritize community needs and problems
Assess your organization's talents and strengths
Don't take on more than you can handle
What do you do well?
What do you want to accomplish?
What are the short-term and long-term goals for meeting community needs?
With whom can you partner?

Using the Application Notice

Don't be intimidated by the language
Read the notice thoroughly
Note application workshops in your area
Print all forms

Key Questions

Who is eligible?
What is the deadline?
What is the award amount per grant?
How many projects will be funded?
Who is the program contact?
Is there a matching requirement?
Where can I get the application?
Is there a page limit?
How and where do I submit the application?

Establish a Timeline

Recipe: 2/3 planning and 1/3 writing
Research program well in advance
Assess time available until deadline
Develop a writing strategy
Finalize any required partnerships
Complete all necessary registrations

Writing the Proposal

Select the individual or team to write the grant application
Leave time at the end for proofreading
Narrative
Budget
Evaluation
Editor

Selection Criteria

Need for Project
Project Design
Project Services
Personnel
Project Evaluation
Budget

Need for Project

Explain how community need ties into the grant program's purpose
Use most recent statistics
Utilize Census.gov (American Fact-finder)
Local government data
Compare target area to region and nation
Demonstrate through facts
Avoid jargon and rhetoric

Project Design

Should meet the stated need
Reflect the life of the grant project
Demonstrate a well thought out plan
Note studies and research findings
Detail recruitment of target population
Build community partnerships
Develop contingency plan

Project Services

Incorporate proven methods
Tailor services to benefit your community
Vary methods of meeting the need
Emphasize individualized services
Cite examples of activities

Project Personnel

Provide detailed job descriptions
Paid staff
Volunteers
Highlight qualifications of proposed staff
Include resumes (if applicable)
Demonstrate staff's ability to relate to target population
Address staff's professional development
Align salaries with time and effort

Project Evaluation

Measure goals and objectives
Are they ambitious and attainable?
What indicators will demonstrate progress?
Are they achieved through services?
Review project performance monthly or quarterly
Does it meet the need outlined in the proposal?
Is it a took for replicating success?
Include staff input & participant feedback

Budget

Budget for the life of the grant
Allowable costs
Indirect Cost Rate Agreement
Cost of living increases
Address matching requirements
Seek non-Federal support
Focus on sustainability

Completing the Application

SF 424 "face page"
SF 524 budget form
Budget narrative