I Want Money, Honey: Grant Writing 101

Building A Sustainable Future for Harm Reduction Funding

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Grant Writing Series

- I Want Money, Honey: Grant Writing 101 *Wednesday, June 22*

- What Can Data Do for You?: Understanding Grant Reporting, Data Monitoring, and Program Evaluation *Wednesday, July 6*

- Notes from the Field: Grantees' Funding Diversity and Sustainability *Wednesday, July 20*

- Looking Forward: A Guide from Harm Reduction Funders *Wednesday, August 3*

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Objectives

- Learn how to navigate funding announcements

- Review key components of grant applications

- Review grant writing tips

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Navigating Funding Announcements

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Key Info in NOFO/RFP/RFL

- Award amount
- Length of project
- Application deadline
- Required and allowable services/activities
- Funding restrictions/limitations
- Eligibility criteria
- Required staff
- Data collection/reporting requirements
- How to submit
- Formatting requirements

Pro Tip

Talk to your fiscal sponsor immediately to ensure they will accept the grant and for any other additional requirement

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Funding Limitations/Restrictions

- Can expand/enhance programs but not supplant/replace existing funding

- May be restrictions on % of funding per activity, such as:

  - No more than 10% of the award can be used for administrative/indirect costs

  - Unallowable costs/purchases

- Cost reimbursement or fixed price

- Funding match requirements

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Grant Management Systems

- Review NOFO/RFP/RFL for any grant application/management systems you must register for in order to apply

- Approval for some grant management systems may take weeks – start this process early if you think you might apply. This is especially true of Government (state, federal, and local) grants

- If you plan to apply for funding in the future with a particular organization, see if you can register with their grant management systems in advance

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Key Components of Grant Applications

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Grant Application Components

- Project Narrative
  - Statement of Need / Population(s) of Focus
  - Project Description / Proposed Implementation Approach
  - Organizational Experience / Organizational Capacity
  - Evaluation Plan / Data Collection / Reporting

- Budget and Budget Narrative/Justification

- Points per section

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Pre-Prepared Components

Create and reuse for multiple grants. Make modifications based on specific grants.

- Organizational Narrative

- Statement of Need

- Keep your data up to date

- Attachments - Updated regularly
  - Annual Budget
    with Income and Expenses
  - Board of Directors
    Name, Role, Contact,
    Affiliations, Resumes
  - Staff Resumes
  - Organizational Chart

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Budget and Budget Narrative

<u>Outline budget first, then write proposal</u>

- Items in budget should be tied **directly** to proposed services/activities in project narrative

- Review for any funding restrictions/limitations

- Work as a team

- Research actual costs, alternatives, and try to anticipate changes in costs

- Start with staffing costs

- Show breakdown/calculation of costs
    - If purchasing naloxone, include the cost of each kit and how many kits you will purchase
    - Ex: $100,000 on naloxone kits = $5 per kit x 20,000 kits

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Budget Worksheet Examples

EDUCATIONAL MATERIALS	(PER 1 MATERIAL)		
Task	Weekly Hours	Project Hours	Staff Cost
Research	0	10	$250
Document Creation	0	15	$375
Revision	0	5	$125

OUTREACH	(1 YEAR PROJECT)		
Task	Weekly Hours	Project Hours	Staff Cost (annual)
Outreach Prep	2	0	$2,600
Supplies prep	7	0	$9,100
Outreach	10	0	$13,00
Data Collection	1.5	0	$1,950
Grant Reporting	0	10	$250

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Grant Application Components

Make checklist of all required documents and attachments

- LOS/LOI/LOC
- Cover Letter
- MOUs with partner organizations
- Data collection/reporting instruments
- Organizational charts, Board of Directors list, or policies and procedures
- Abstract

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Grant Application Components cont.

- Project timeline

- Needs assessment or strategic plan

- Job descriptions/biographical sketches/resumes

- Notifying agencies of application (SSAs, health departments, etc.)

- Financial documents

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Letter of Intent

- ## Clear and Concise
    - Make sure your proposal clearly identifies what you are doing but does not include ore than they need to know.

- ## Details
    - Provide the important details but don't get bogged down in unnecessary information

- ## Follow the Guidelines
    - Stay within the page length or word count. Follow all formatting requirements.

- ## Make your Program Shine
    - Give the funders a sense of who you are and why you are special. Don't assume they know anything about your program.

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Statement of Need

- Identify who you are serving

- Identify geographic areas where services will be provided

- Use data to document the need/gaps in services
  - Try to avoid statements like "many people in X county who need treatment cannot access it" without backing it up
  - Use data like waitlists, treatment provider capacity, needs assessments, rates of OD and SUD/OUD in those areas, etc.

- Include citations wherever possible

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Project Description / Proposed Implementation Approach

- Describe the services/activities that will be implemented and how

- Include evidence for proposed services

- Describe the goals and measurable objectives of proposed project

- Clearly show how your project is aligned with the target populations, required services, and goals of the NOFO/RFP/RFL and to your statement of need

Pro Tip

Use the language in the NOFO/RFP/RFL

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Scope of Work/ Project Description

"SMART" Goals:

- Specific

- Measurable

- Attainable

- Relevant

- Time-based

Be specific and vague at the same time

Example:

Use: Create 5 educational materials within the first quarter on topics related to STI transmission, treatment, and general education. Disperse 1000 copies throughout the grant period through outreach activities, drop in services, social media, and other methods.

Do not use: Create 3 brochures, social media post on Instagram, and a 10 page pamphlet on the transmission and treatment of syphilis provided during weekly 2 hour outreach to 100 people per month.

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Organizational Experience / Capacity

Describe your organization's experience implementing similar projects/services

Describe your organization's capacity to implement the project

- Clearly identify staff position(s) that will be implementing the project and include their roles and responsibilities related to the project
- If hiring new staff, identify which positions will be hired and what their roles and responsibilities will be to implement the project

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Organizational Experience/Capacity

If partnering with other organizations to implement the project:

- Identify each organization, including their roles and responsibilities directly related to the project

- Describe the experience of each partner organization in providing these services

- Ensure that any LOCs clearly identify the specific services/activities each organization is responsible for implementing as part of this project

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Evaluation / Data Collection and Reporting

Check NOFO/RFP for any required data collection tools, outcome measures, etc.

Describe how data will be collected

- What data tools/instruments will be used

- Which data systems will be used

- Identify which staff will be responsible for data collection/analysis/reporting

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Grant Writing Review

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Review

- Is the grant a good fit for your organization?

- Register for required grant management systems ASAP

- Follow all formatting requirements

- Review required services and funding restrictions

- Clearly show how budget is directly tied to proposed services/goals

- Make checklist of other required forms/attachments

- Submit early – may need technical support when submitting

Pro Tip

Call the funder and see if you are a fit. Tell them about your project and ask questions.

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Tips

- Key word search in NOFO/RFP/RFL

- Be familiar with which datasets are available to you
  - Local, State, National

- Build partnerships/relationships with other organizations

- Keep updated policies/procedures

- Stay updated on organization's and participants' needs
  - Annual needs assessments, point in time survey, etc.

- Sign up for email listservs of funders to get grant announcements when released

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Tips

- Start early – talk to partners, staff, board, and funder

- Attend any related webinars

- Proofread
  - Ask someone trusted outside of the organization or who didn't participate in the grant writing to read the application.

- Answer all parts of every question

- Make sure your timeline aligns with the funder's

- Write the budget first

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Questions?

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