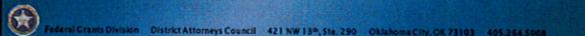


GRANT WRITING TRAINING
Tips and Tools for Writing Successful Grants

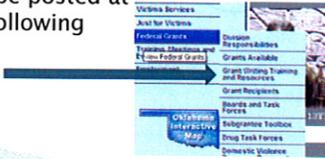
Top 10 Bad Practices

Common application mistakes and how to avoid them



Welcome!

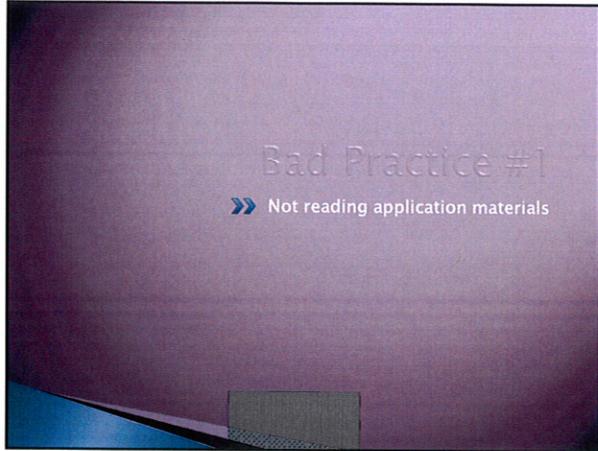
- ▶ “Bad Practices” is an introduction to a series of Grant Writing Webinars offered by the District Attorneys Council Federal Grants Division in 2011
- ▶ Today’s Webinar provides an overview of the upcoming series topics and a few quick tips
- ▶ Presentations will be posted at www.ok.gov/dac following the Webinars



Introduction

- ▶ “Bad Practices” are the things applicants do – or don’t do – that result in denied grant applications
- ▶ They can occur anywhere from the planning stages to application submission





Read the Materials

- ▶ Reading ALL materials related to a grant is imperative to submitting a complete and concise application
- ▶ COMMON GRANT MATERIALS:
 - Notice of Availability of Funds
 - Opportunities Postings
 - Grant Application Instructions
 - Grant Application



Read the Materials

- ▶ Eligibility - who can apply
- ▶ Allowable expenses - what the grant can buy
- ▶ Allowable activities - what you can do with the money
- ▶ Award amount - how much is available
- ▶ Restrictions - what you CANNOT do with the money
- ▶ Deadlines!



Tips and Tools

- ▶ Do not begin completing an application until you read everything - twice
 - Read it once for content
 - Read it a second time with a **highlighter**
- ▶ If you have questions regarding eligibility, allowable expenses, or anything else - contact the people listed on the announcements
 - All grant managers and funders would rather answer a question up front than have to reject a grant for preventable reasons like eligibility or unallowable requests



Save the Date...

Wednesday
April 13, 2011

1:30 p.m.

GRANT WRITING TRAINING

Date: 4/13/2011
Time: 1:30 p.m.

Topic 3:
Prep for Success

For a complete schedule of training events, go to: www.oh.gov/ohio/Funding/Grants



Project Development

- ▶ Preparing a grant is not a weekend project
- ▶ A good grant project takes planning and preparation
- ▶ Finding the right grant is part of the planning process
- ▶ Tough economic times have agencies looking everywhere for funding possibilities

Project Development

PROBLEM = GRANT

GRANT  PROBLEM

Project Development

- ▶ Many agencies will see an announcement for a grant to address a particular problem and say: "Hey! We have that!"
- ▶ Example: Anti-drug grants
 - Most communities have a drug issue of some kind
 - Grants are usually designed to address a specific aspect of a problem - not something general
- ▶ You need to find the grant that best fits YOUR problem

Project Development

- ▶ Grant readers love statistics - you will need numbers to back-up what you put in your application
- ▶ Many grants require collaboration with other agencies and will require documentation that collaboration took place



Tips and Tools

- ▶ Determine what emerging issues are in your community
 - Stalking
 - Teen Dating Violence
 - Prescription Drugs
- ▶ Gather statistics on the issue - see how serious it is
- ▶ Look for grant solicitations that address those issues
 - www.ok.gov/dac
 - www.grants.gov



Tips and Tools

- ▶ Contact possible partners early
- ▶ Contacts are listed on grant solicitations - use them
 - Can tell you if a project seems allowable
 - Can tell you if a budget item is allowable
 - Cannot tell you whether or not a project "would" be funded
 - Cannot pre-screen applications prior to submission



Save the Date...

GRANT WRITING TRAINING

Date: 2/24/2011
Time: 1:30 p.m.

Topic 2: Thinking Outside the Box

Use the Federal Grant process to...
 • Get ideas on program development
 • Get the best on issues and gather information
 • No prior registration required

For a complete schedule of training events, go to: www.us.gov/ncj/Robert_Grants

GRANT WRITING TRAINING

Date: 4/13/2011
Time: 1:30 p.m.

Topic 3: Prep for Success

Use the Federal Grant process to...
 • Get ideas on program development
 • Get the best on issues and gather information
 • No prior registration required

For a complete schedule of training events, go to: www.us.gov/ncj/Robert_Grants

Bad Practice #3

➤➤ Problem statements

Problem Statements

- ▶ The Problem Statement tells the grant reader what your agency wants to address
- ▶ Some applicants put together long diatribes about general issues like domestic violence or drugs
 - Keep it local and specific
- ▶ Why is this problem occurring your area?
- ▶ What has been done to address the problem so far and has it been successful?
- ▶ Why does your agency need this grant?

Tips and Tools



- ▶ Grab the reader's attention
- ▶ Don't be wordy
- ▶ Use local data to back-up your claims
 - Anyone can use Google to pull up national statistics; use it to find local statistics
 - Check you local police department website
 - Make friends with the person who keeps statistics for your agency
 - Learn how to use online public records sites:
 - www.oscn.net
 - www.odcr.com
 - Look at the UCR Reports for your area:
 - www.ok.gov/osbi
 - www.fbi.gov/about-us/cjis/ucr/ucr

Save the Date...

Thursday
June 9, 2011

1:30 p.m.

GRANT WRITING TRAINING

Date: 6/9/2011
Time: 1:30 p.m.

Topic 4:
Your Master Plan

Plan and Study for Writing Successful Grants

Join the Federal Grant Division for a continuing series of **GRANT WRITING TRAINING** designed to provide your agency with the tips and tools necessary to create successful grant applications! Choosing applicants to attend and the plan to address it is just the first step - explaining it in writing to funders is the one that counts!

- Get tips for writing complete and informative Project Narratives!
- Find out why project details are so important!
- Learn the first step to introduce successful funding!
- Find out what factors need to drive proposal success!
- No pre-registration required!

To participate:
Call: 1-800-368-4638
Agency Code: 12749127

Go to: www.ok.gov/grants or
Training Number: 6713142626
Code: 12749127

- E-mail: okgrants@ok.gov and your name and job title in the meeting title in "subject"

For more information, contact:
Dorothy Williams, Counsel
Federal Grants Division
Herb Wilmore@ok.gov or, call
Herb Wilmore@ok.gov or call

For a complete schedule of training events, go to: www.ok.gov/grants

Bad Practice #4

▶▶ Puzzling project descriptions

Project Descriptions

- ▶ This is the place to describe your proposed solution to the problem statement
- ▶ Good program planning is obvious in this section
- ▶ This is sometimes located in the same section as the Problem Statement
- ▶ Don't skip on the details - grant readers want to know as much as possible about your plan
- ▶ Make clear statements about projected accomplishments

Tips and Tools

- ▶ If this is included with the problem statement, make a logical progression from problem to solution
- ▶ Provide a brief description of the community and your agency
 - Gives the reader a context for the project
- ▶ Be specific about implementation
 - Who is responsible?
 - What are the expected outcomes?
 - Do you have community partners? What is their role?
- ▶ Address possible obstacles to your project
 - Provide information on how your agency will address them



Save the Date...

Thursday
June 9, 2011

1:30 p.m.

GRANT WRITING TRAINING

Date: 6/9/2011
Time: 1:30 p.m.

**Topic 4:
Your
Master
Plan**

Presented by
Wendy R. Berman, Ph.D.

For a complete schedule of
training events, go to
www.dhs.gov/Grants/Federal_Growth

Join the Federal Grants Division for a continuing series of FREE Webinars designed to provide you directly with the tips and tools necessary to create successful grant applications! Changing agendas to address and respond to address it a just the last step - explaining it writing to leaders in the sector that matter!

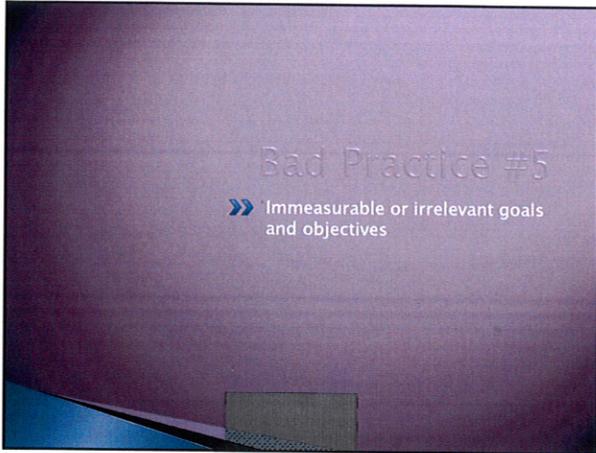
- Get tips for writing complete and individualized Response Documents!
- How can you present details and be important?
- When the need arise in individual responses to the funding?
- How can you address the need to have additional support?
- Be your neighborhood neighbor!

To participate:
Call 1-800-238-4638
Access Code: 324921

To be more information go to:
Training Manager: 877.238.4638
Code: 324921

• Enter your email and you will receive an email invitation to the "Webinar"

For more information, contact:
Federal Grants Division
1675 Sherman Blvd., Suite 200
Silver Spring, MD 20910
Phone: 301-837-2000



Goals and Objectives

- Usually the most difficult section for the majority of applicants
- Goals and objectives lay out exactly what your program will do and how well it will do it
- How are you going to show your funder the project is successful?
 - Continued funding depends on successful implementation
 - Most federal reports want numbers
- Goals and objectives are not the same thing

Goals

- Goal: a broad, general statement that identifies the long-range purpose of a project
 - Example: To improve the response to domestic violence in the community.
 - Example: To investigate and disrupt the methamphetamine trafficking networks operating throughout the district.
- Not measurable and not specific



Objectives

- ▶ Objectives: describe what is to be achieved or accomplished to meet the goal in specific, measurable terms
- ▶ These are measurable
 - There should be a number somewhere in the objective
 - Do not use percentages unless you provide references
- ▶ Use quantifiable verbs to describe the objectives
 - Increase
 - Decrease
 - Reduce
 - Expand
 - Establish
 - Provide

Objectives

- ▶ Examples:
 - To respond to 75 domestic violence victims.
 - To make at least 60 drug-related arrests within the district.
- ▶ There can be a number of objectives to one goal



Tips and Tools

- ▶ Don't be vague or unrealistic
 - Goals and objectives need to be obtainable
- ▶ Make sure the objectives are logical for the goal
- ▶ Make sure they are relevant to the proposal
- ▶ Make sure they are allowable
- ▶ Request a blank copy of the required federal reports
 - You have to keep the statistics set forth in those reports, so why not use them as a guide for your goals and objectives?



Save the Date...

**Wednesday
July 13, 2011
1:30 p.m.**

GRANT WRITING TRAINING

Date: 7/13/2011
Time: 1:30 p.m.

**Topic 5:
The Devil's
in the
Details**

Join the Federal Grant Division for a continuing series of 2009 Webinars designed to provide your agency with the tips and tools necessary to create successful grant applications! When making award decisions, factors look to the grant and objectives to determine the project's potential for effectiveness and success!

- Are you looking for writing RELEVANT, specific and measurable?
- Are the grant objectives to address a problem or a need in your area?
- How can you show a significant impact?
- Are you requesting resources?

To participate:
Call 1-800-368-5828
Email: Grant_Training@ED.gov

Go to www.webinarlink.gov
Meeting Number: 8775333228
Date: 7/13/2011
• Email your e-mail and user name and join the meeting at 1:30pm EDT

For a complete schedule of training events, go to www.ed.gov/Grants/Federal_Grants

Additional information: 2009 Grant Writing Webinars
Federal Grant Division
1400 Independence Avenue, N.W.
Washington, D.C. 20540
www.ed.gov/grants

Bad Practice #6

» Budget issues

Budgets

- ▶ A budget determines the cost to implement the project
- ▶ Generally an estimate of costs - but does require research prior to preparation
- ▶ Requesting obviously extra items or inflating costs - or padding budgets - is usually obvious to grant readers and funders



Budgets

▶ Budgets have several categories

- Personnel
- Benefits
- Equipment
- Supplies
- And others



▶ Each budget category requires a narrative justification for the amount requested

- Federal grants generally require some sort of actual printed estimate for costs of equipment and supplies

Budgets

▶ Many grants require "Match" or matching funds

- Different for every grant program

▶ Matching funds are the funds your agency will be required dedicate to the grant project

- Usually a percentage of an agency's grant award

▶ Types of Match:

- In-kind
- Cash



Tips and Tools

▶ Do not pad your budget

- Ask for what you need to be successful

▶ Pay attention to the amount of money available

- Requesting more money than is even available tells funders and readers that the applicant did not read or prepare carefully

▶ Do not request unallowable items

- Example: Asking for a patrol car when equipment purchases are not allowable is a clear indication that the applicant did not read the grant

▶ Do not skip the narratives

- Funders will not fund categories without some sort of justification



Save the Date...

**Thursday
August 18, 2011**

1:30 p.m.

GRANT WRITING TRAINING

Date: 8/18/2011
Time: 1:30 p.m.

Topic 6:
**Show Us
the Money**

For more information, contact
Dorothy Whittaker, Director
Federal Grants Division
1-800-455-3810
www.fda.gov/grants

Bad Practice #7

»» Incomplete applications

Incomplete Applications

- ▶ Most common mistakes:
 - Forgetting to complete a section
 - Forgetting an attachment
 - Not including the correct number of copies
 - Not including local statistical data
- ▶ Applications may contain a Disqualification List
 - These are the items that will disqualify your application before it even makes it to a grant reader/reviewer



Incomplete Applications

- ▶ Many people jump around a grant application and complete different sections
- ▶ Nothing wrong with this if the grant writer remembers to go back to skipped sections
- ▶ Required attachments are part of the grant application
 - An application without them is considered incomplete and will be rejected without review

Tips and Tools



- ▶ Do the easy stuff first
 - Fill out the portions of the application that don't require research and get them out of the way
- ▶ Create a file system for required components
 - Make files for each section of the grant requirements
 - Keep track of the progress on the front of the file
- ▶ Make a master checklist of required components
 - Gives you an immediate visual of what has not been done

Save the Date...

Wednesday
April 13, 2011

1:30 p.m.

GRANT WRITING TRAINING

Join the Federal Grants Division for a continuing series of 2011 Webinars designed to provide your agency with the tips and tools necessary to create successful grant applications! There are many things to do before you start writing a grant proposal – find out when to start!

**Date: 4/13/2011
Time: 1:30 p.m.**

**Topic 3:
Prep for Success**

Pay and Study for Writing Requirements Success

- Get done on program development!
- Get the tips to locate and gather information!
- No pre-qualification required!

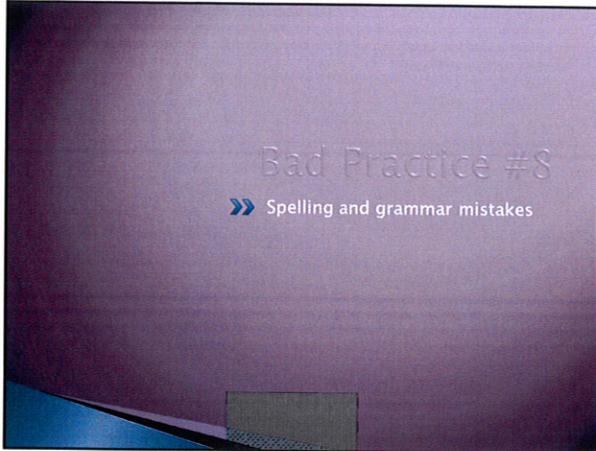
To participate:
Dial 1-800-368-2429
Access Code: 5243217

Do Not have an internet-enabled phone?
Dial 1-800-368-2429
Access Code: 5243217

• If you are unable to attend, please contact your local office for more information.

For a complete schedule of training events, go to www.ah.gov. Visit Federal_Grants.

For more information, visit our [Federal Grants Division](http://Federal_Grants_Division) Web site at www.ah.gov/grants or call [1-800-368-2429](tel:1-800-368-2429).



Spelling and Grammar

- ▶ You don't get a second chance to make a first impression
 - Your grant application may be the first time a grant reader has ever heard of your agency
- ▶ Nothing indicates a poorly thought-out grant project like spelling and grammar mistakes



Spelling and Grammar

- ▶ What grant readers think when they come across uncorrected mistakes:
 - "If they didn't take the time to proof this application, do they have the time to administer this program?"
 - "Did they rush to meet the deadline? How much thought went into the planning of this project?"
 - "Grants require accurate reporting. If the application is sloppy, will the reports be as well?"

Tips and Tools

- › Read your application from beginning to end
- › Have another person read it
- › Journalism tip:
 - Read it aloud - if it doesn't flow when you read it aloud, it won't flow for the next person who reads it
- › www.dictionary.com
 - Dictionary, thesaurus, quotes, translation
- › www.merriam-webster.com
 - Dictionary, thesaurus, Spanish-English



Save the Date...

**Wednesday
April 13, 2011**

1:30 p.m.

GRANT WRITING TRAINING

Join the Federal Grants Division for a continuing series of FREE Webinars designed to provide your agency with the tips and tools necessary to create successful grant applications! There are many things to do before you start writing a grant proposal - find out where to start!

**Date: 4/13/2011
Time: 1:30 p.m.**

**Topic 3:
Prep for Success**

- Did you set program development?
- Got through to local and partner institutions?
- Are you registration required?

To participate:
Dial a 800 234 2429
National Code: 3284292

Go to www.merriamwebster.com
Phone Number: 877-551-2429
Code: 3284292

• Call and answer your questions and join the meeting via a web browser!

For more information, contact
Federal Grants Division
Email: fgd@grants.gov
Web: www.grants.gov

For a complete schedule of training events, go to www.eh.gov/Grants/Training_Grants

Bad Practice #9

›› Missing attachments

Types of Attachments

- ▶ CCR (Central Contractor Registry) Registration
- ▶ Tax Exempt Status
- ▶ Memorandums of Understanding
- ▶ Documentation of Collaboration
- ▶ Progress Reports
- ▶ Past Budgets
- ▶ Job Descriptions
- ▶ Certifications
- ▶ Organizational Charts
- ▶ Board of Director Lists
- ▶ Many others



Attachments

- ▶ Most applications will include the list of attachments in more than one location
 - In the body of the solicitation
 - In the application in at least two places
- ▶ Some applications will wrap up with a "Did you remember?" list

Tips and Tools

- ▶ Make a checklist of your own
- ▶ Double-check it before uploading or mailing
- ▶ Do not ignore the "Did you remember?" list
- ▶ Be sure to keep a copy of the entire application with attachments



Save the Date...

**Wednesday
April 13, 2011
1:30 p.m.**

GRANT WRITING TRAINING

Join the Federal Grants Process for a rewarding career at [REDACTED]. We have designed to provide your agency with the tools and techniques necessary to write successful grant applications! There are many steps to do before you start writing a grant proposal - find out when to start!

**Date: 4/13/2011
Time: 1:30 p.m.**

**Topic 3:
Prep for Success**

Who Will Benefit for Preparing Successful Grants

- All grant program development
- All the staff on budget and grant administration
- All grant application required

By permission:
Date: 4/13/2011 1:30 PM
Event Code: 32942427

Go to: www.eventbrite.com
Event Name: 8771301828
Date: 4/13/2011

• Enter your email and you'll receive our grant writing e-newsletter

For a complete schedule of training events, go to: www.oh.gov/ohio/Federal_Grants

For more information, contact: Grant_Development@ohio.gov
Federal Grants Division
100 North High Street, 10th Floor
Columbus, Ohio 43260-1096

Bad Practice #10

»» Missing deadlines

Deadlines

- ▶ One of the most basic mistakes applicants make
- ▶ One of the most avoidable mistakes



Types of Deadlines

- ▶ Registration deadlines
 - Some grants, especially federal, ask for potential applicants to register about a month before the actual deadline
 - Usually not an obligation, but more of a heads-up
- ▶ Application deadlines
 - This is usually found on the front page of a grant solicitation, on the front of the application, AND in the body of the instructions
 - Non-negotiable and not flexible - if you miss it your agency is out

Tips and Tools



- ▶ The second you decide to apply, mark the deadlines on your calendar
 - Some federal grants have very short application periods
- ▶ Create a timeline for your application
 - Do you need MOUs? When do you need to start gathering them in order to meet your deadline?
 - Are you registered at www.ccr.gov? This process can take up to 10 working days.
 - Don't forget time for proofing and editing!
 - Whose signatures do you need? Are they planning any trips?

Save the Date...

Wednesday
April 13, 2011

1:30 p.m.

GRANT WRITING TRAINING

Date: 4/13/2011
Time: 1:30 p.m.

**Topic 3:
Prep for
Success**

*Tip and Tools for
Writing Successful Grants*

Join the Federal Grants Division for a continuing session of **CCR** Webinars designed to provide your agency with the tips and tools necessary to write successful grant applications!

There are many things to do before you start writing a grant proposal - find out where to start!

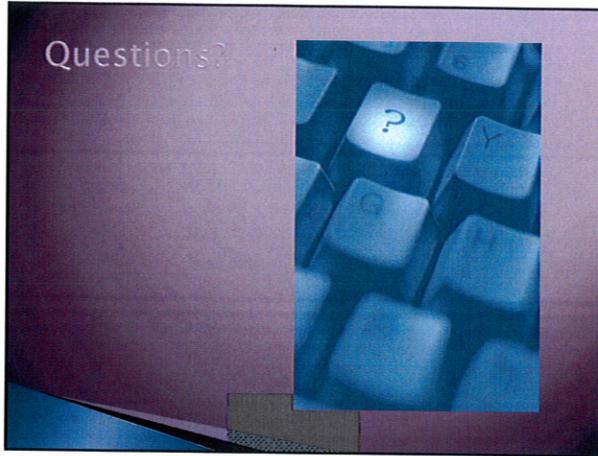
- Get done with program development!
- Get the cash to create and gather materials!
- No prior registration required!

To participate:
Call 1-800-338-1224
Access Code: 5243427

Go to www.webcasting.gov
Meeting Number: 8773414218
Date: 04/13/11
• Enter your e-mail and your name and join the meeting at 1:30 p.m. ET

For more information, contact:
Daphne Williams-Rosen
Federal Grants Division
1-800-338-1224 ext. 400
or www.dgs.gov

For a complete schedule of training events, visit www.dgs.gov



2011 Grant Writing Training Events

- ▶ Thinking Outside the Box: Funding Sources
 - 3/24/11 @ 1:30 p.m.
- ▶ Prep for Success: Grant Preparation
 - 4/13/11 @ 1:30 p.m.
- ▶ Your Master Plan: Problem Statements and Project Descriptions
 - 6/9/11 @ 1:30 p.m.
- ▶ The Devil's in the Details: Goals & Objectives
 - 7/13/11 @ 1:30 p.m.
- ▶ Show Us the Money: Budget Issues
 - 8/18/11 @ 1:30 p.m.



DAC Federal Grants Division

- ▶ DeLynn Fudge
 - Federal Grants Director
 - delynn.fudge@dac.state.ok.us
- ▶ Tara Roberson-Moore
 - Program Specialist
 - VAWA / SASP / Rural DV / NFSIA
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- ▶ Becky Hackler
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