Developing Federal Grant Proposals Under the American Recovery and Reinvestment Act

Orange County Public Schools

Grant Services

**Hosted by
Congresswoman
Corrine Brown**

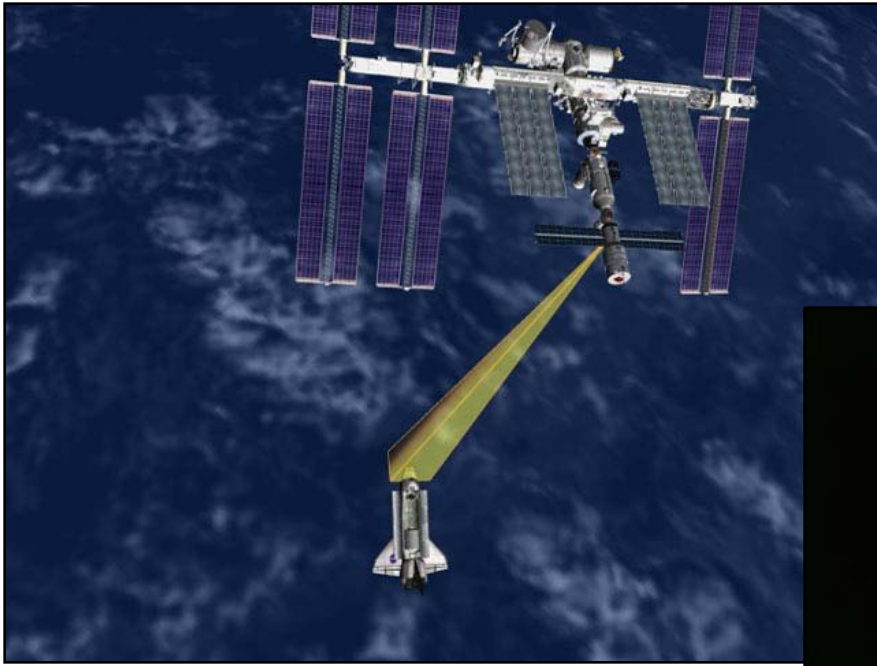**Presentation by the
Orange County Public Schools'
Grant Services Team**

Merewyn Lyons, Director
Frenchie Porter, Senior Manger
Jeannie Grist Floyd, Senior Manager
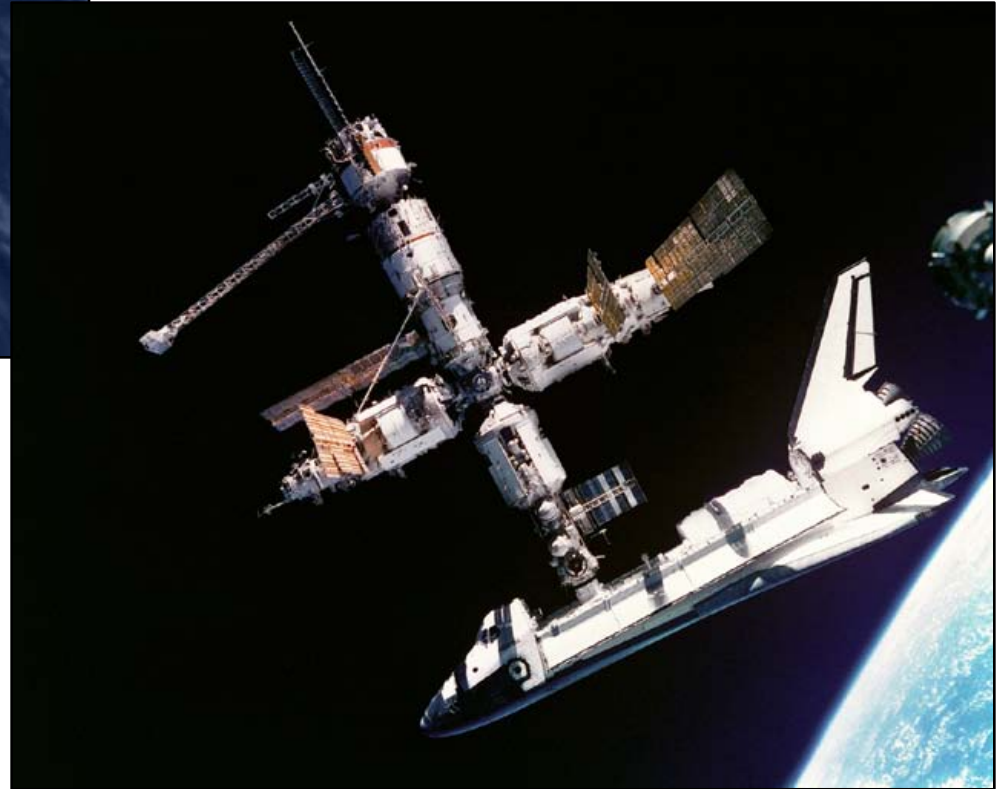Teresa Douglas Shipley, Manager

April 8, 2009

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POSSIBILITY THINKING

DOCKING

The above image illustrates Discovery conducting the Rendezvous Pitch Maneuver before docking to the space station.

NASA Photos

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TEAMWORK

First Things First – The 5 Rs

- ✓ **Review** your strategic plan, ID priorities, and obtain leadership endorsement to apply for each grant
- ✓ **Register** with CCR, Grants.gov and other agency-required online submission
- ✓ **Research** federal funding sources
- ✓ **Read Request for Proposals** (RFPs)
- ✓ **Respond** explicitly to the RFP detailed instructions

Request for Proposals

Use the Internet to locate funding sources and current updates.
- ✓ http://Grants.gov
- ✓ http://Recovery.gov
- ✓ State web site (http://flarecovery.com)
- ✓ State and federal agency departmental web sites

When you identify a funding source, verify that you are an eligible applicant.

Applications Via Grants.gov

Directions are on the Grants.gov website to:

- ✓ Obtain a DUNNS number
  http://fedgov.dnb.com/webform
- ✓ Register with CCR
  http://www/ccr/gov
- ✓ Obtain a user name and password
- ✓ Register with Grants.gov
- ✓ Authorized Organization Representative (AOR) status
- ✓ Individual Registration

Common Components of Grant Proposals

- ✓ Abstract
- ✓ Need Statement
- ✓ Goals & Objectives
- ✓ Action Plan
- ✓ Management Plan
- ✓ Evaluation Plan
- ✓ Budget
- ✓ Appendices

Abstract

Written last, the Abstract is a summary of what you are proposing and includes:
- ✓ Who is applying
- ✓ Name of the proposed project
- ✓ Goals and objectives
- ✓ Who and how many will be impacted
- ✓ Over what time period
- ✓ What is unique about the project

Need Statement

A concise, logical and clear description of the documented needs you plan to address and the purpose of your grant proposal.

Need Statement

- ✓ Relates to purposes and goals of the organization
- ✓ Identifies target population
- ✓ Is supported by statistical evidence
- ✓ Is supported by research
- ✓ Is developed with key stakeholders
- ✓ Is interesting to read
- ✓ Builds case for why grant funds are needed

Goals and Objectives

Goals
- ✓ What you hope to accomplish
- ✓ Broad

Process Objectives
- ✓ Major steps to accomplish a goal
- ✓ Specific, measurable and achievable in a defined period of time

Goals and Objectives

Outcome Objectives
- ✓ What you anticipate will be your achievements in measurable terms

SMART Objectives (Process or Outcome)
- ❖ Specific
- ❖ Measurable
- ❖ Attainable
- ❖ Realistic
- ❖ Timetable

Goals and Objectives

Sample Goal

➢ Improve parental support for preschool age children to help them develop pre-reading skills.

Sample Process Objective

➢ By September 2010, implement a weekly parent-child play group in XYZ preschool facilitated by an Early Childhood Literacy Coach as measured by attendance records.

Goals and Objectives

Sample Outcome Objective

➢   By June 2010, 80 percent of the three and four–year–old children participating in weekly parent–child play groups at least 50 percent of the sessions at XYZ preschool will increase their pre–reading skills as measured by the **Early Language Literacy Classroom Observation Tool (ELLCO).**

Action Plan

Summarizes how you will achieve the identified goals and objectives of your proposed project. The Action Plan addresses:

✓ Timeline
✓ Activities/Reasonable Scope
✓ Persons Responsible
✓ Sequential/Logically Constructed

Action Plan

✓ Use charts, diagrams, graphics

Sample Action Plan		
Timeline	Activities	Persons Responsible
Weekly, Beginning September 15, 2009	Kickoff parent–child playgroup program	Project Coordinator Pre–K teachers

Management Plan

Describes Key Personnel and their major duties
- ✓ Project Director/Fund administrator
- ✓ External Evaluator, if applicable
- ✓ Other Key Personnel
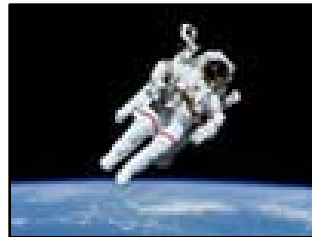
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Evaluation Plan

Describes how project staff will carefully monitor the implementation of the project, gather accurate data, and generate appropriate results.

Accountability is paramount.

Evaluation Plan

Describes:
- ✓ Formative and summative evaluation
- ✓ Quantitative and qualitative measures
- ✓ Data gathering methods
- ✓ Assessment tools, surveys and processes of data analysis
- ✓ How data generated will be used for program improvement
- ✓ Reports to be produced

Budget

Federal budget categories are:
- ✓ Personnel (Full-time, part-time, hourly)
- ✓ Fringe Benefits
- ✓ Travel
- ✓ Equipment
- ✓ Supplies
- ✓ Contractual
- ✓ Construction
- ✓ Other
- ✓ Indirect Costs

Budget

- ✓ Match required?
- ✓ Leverage funds (cash and in kind contributions)/involve partners in budget planning
- ✓ Build budget as you build your concept
- ✓ Ensure all budget items are addressed in proposal narrative
- ✓ Budget justification
- ✓ Don't estimate costs--research actual costs
- ✓ Double check all math calculations

Appendices

Follow instructions. If allowable, include:
- ✓ Letters of commitment
- ✓ Resumes/Vitae of key personnel
- ✓ Appropriate documents to support the project narrative
- ✓ Bibliography or endnotes, if appropriate

Include only what will enhance the proposal.

ARRA Application Tips

- ✓ Follow instructions exactly
- ✓ You will be held accountable to implement what you have proposed
- ✓ Start developing your proposal concepts now and begin researching needs data and writing
- ✓ Do not write in isolation and involve key stakeholders

ARRA Application Tips

- ✓ Adhere to formatting and page limit requirements
- ✓ Prepare forms (online or hard copy) early and obtain any needed signatures
- ✓ If submitting online, know required document format
- ✓ Submit by mail, if allowable

For further information

- ✓ If you have questions regarding the RFP, e-mail or call the identified program contact (if the guidelines allow) .
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YOU CAN DO IT!

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SUCCESS!

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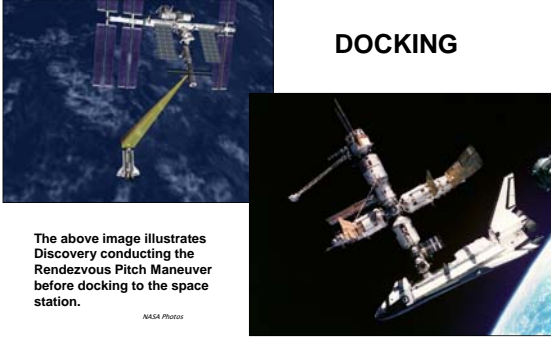Teresa Douglas Shipley, Manager

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