

WRITING A GRANT

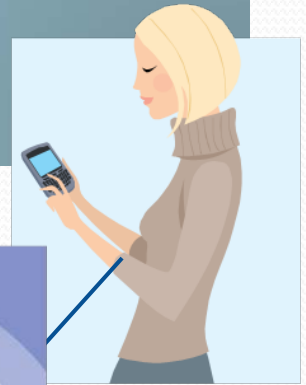
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WHY WRITE A GRANT

Reason

- A small determined group of people can help to change the system.
- Sometimes it takes money to start a new project or make a change.
- Some grants are designed to encourage new innovative ideas that you hope to try.



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ND State Council on DD

ND STATE COUNCIL ON DD

- The ND State Council on DD is a 19 member Council made up of people with disabilities, family members, providers and state representatives who are appointed by the governor.
- The NDSCDD advocates for policy changes that promote choice, independence, productivity and inclusion for all North Dakotans with developmental disabilities.



ND STATE COUNCIL ON DD

- The Council supports projects and activities that maximize opportunities for individuals and families.
- The Council has also honored other projects (example – recreation or child care) that fit within their areas of emphasis.
- NDSCDD grants provide financial support for new or innovative ideas in employment, education/early intervention, quality assurance and community supports.

ABOUT NDSCDD GRANTS

- NDSCDD funds are available for 3-5 years and can be used to launch or test an idea but not to sustain it
- NDSCDD grant funds need an in-kind (volunteer) or cash match of up to 25% of the total amount requested
- Typically, projects range in cost from \$2,000 to \$75,000 and the Council will consider amounts that are valid and meet RFP criterion

MORE ABOUT NDSCDD GRANTS

- The NDSCDD has set specific outcomes in the areas of employment, education/early intervention, quality assurance, and community supports. These outcomes address the kinds of change they are interested in supporting
- Your proposal must meet these outcomes or must target some other important need identified in the DD Act (example – child care, transportation or recreation)

IMPORTANT

- Think about how to get continued funding for your project after the DD Council grant ends
- Agencies that may offer long-term funding include cities, small businesses, schools, hospitals, or counties
- Ask someone from an agency that can help with ongoing funding to join you as you start your planning process



DECIDING TO SUBMIT A PROPOSAL

Yes

No

You have identified an unmet need for people with disabilities or families in your community

You have found an idea or a solution that will meet this need

You have identified outcomes that could be met if your idea is funded

Your outcomes meet any/all of the outcomes set by the NDSCDD

Yes

No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | You have a working group that can help you write a proposal & carry out the project if funded. |
| <input type="checkbox"/> | <input type="checkbox"/> | Your group has the authority to submit and operate a grant (501 3 C with a governing board) |
| <input type="checkbox"/> | <input type="checkbox"/> | You have read the NDSCDD applicant guidelines and have contacted the executive director for any assistance needed |

EXAMPLES OF PAST PROJECTS

- Families were connected and provided with emotional and informational support
- People with DD, families and professionals were provided with training in benefits planning
- Paid for job coaches to assist 6 people with DD to be employed in a thrift store
- Paid for 25 special education students to learn social skills in a community-based job setting

EXAMPLES OF PAST PROJECTS

- Supported consumer or family attendance at statewide conferences
- Created a blueprint to help people move from an institutional to a community setting
- Assured disaster preparedness for people with DD and their families

MORE EXAMPLES

- Provided training for advocates, attorneys, judges, providers & corrections personnel on individual justice planning for individuals with DD
- Supported children with disabilities, family members, and recreation providers in making connections, developing natural supports and accessing resources
- Provided support for the Partners in Policymaking project
- Provided a supervised after school program in an appropriate setting for adolescents with disabilities

MEETING NDSCDD GOALS

EMPHASIS AREA #1: COMMUNITY SUPPORTS

Goal 1

- Individuals have access to other services available or offered in a community, including formal and informal community supports that affect their quality of life.

EMPHASIS AREA #2: QUALITY ASSURANCE

Goal 2

- People have the information, skills, opportunities and supports to live free of abuse, neglect, financial and sexual exploitation and violations of their human and legal rights.

GOALS

EMPHASIS AREA #3: EDUCATION AND EARLY INTERVENTION

Goal 3

- Students reach their educational potential and infants and young children reach their developmental potential.

EMPHASIS AREA #4: EMPLOYMENT

Goal 4

- People get and keep employment consistent with their interests, abilities and needs.

WHAT FAMILIES SAY

- “I never thought we could do this but we can!”
- “ We wanted to try something but no one would help us get started – the NDSCDD did!”
- “We called the executive director and she spent lots of time helping us learn how proposals are reviewed.”
- “This grant is really making a difference in our community.”

DEADLINES & TIMEFRAMES

- The NDSCDD makes the request for proposal (RFP) available by June 1st of each year
- Proposals must be typed and mailed to the NDSCDD executive director by July 31st
- Proposals are reviewed by the Council's Executive Committee in August. They make a recommendation for funding and the final decision is made by the full Council during their September meeting

DEADLINES & TIMEFRAMES

- Applicants make a brief in-person presentation about their proposal at the September meeting.
- They should prepare a 1 page summary highlighting key aspects
- New proposals are funded beginning on October 1
- Successful applicants are required to submit a progress report twice a year that includes data on specific outcomes

REVIEW CRITERIA

- Was the proposal submitted on time?
- Is it neatly typed? Does it meet the required number of pages?
- Is the application form completed and signed?
- Was a detailed budget included with the proposal? Is the budget clear (example –does it indicate how the amount of the travel or salary was calculated)?

REVIEW CRITERIA

- Does the proposal meet the outcomes set by the NDSCDD?
- Did you use facts and data to build a picture of the problem?
- Is the scope of work clear and concise?
- Are the methods and solutions outlined in the proposal clear
Do they make sense?

OTHER GRANT OPPORTUNITIES

If the NDSCDD grant is not a match for your project, consider other grant opportunities

- Otto Bremer Foundation
- Robert Wood Johnson
- Community Foundation Grants
- United Way

FAQ

Do I need to come up with a new idea or can I try something that has already been funded?

- You can either try a new idea or replicate a method that has been successful elsewhere but has not been tried in your part of the state or with the group you hope to support.

Will you accept a proposal that exceeds that the maximum dollar limit for the grant?

- The range of awards is only a guide. Each proposal is considered on its own merits.

What if there is no other way to get our project funded except for a DD Council grant?

- The proposal will be considered on its own merits but applicants should work hard to secure other long-term funds and explore all options before concluding it can't be funded by any other means

FAQ

Who can submit a proposal?

- Any group that is planning to benefit people with DD or their families. Groups must have the structure needed to accept and administer grant funds. If members of the group are not part of a 501 c 3 non profit agency they can ask an established business such as an independent living center, family support agency, school or university to serve as the fiscal agent in submitting the grant.

I have never written a grant before. Will I be able to compete with other more experienced grant writers?

- Yes! The NDSCDD is interested in clear, simply written proposals that make sense and address the outcomes and goals in the RFP. Your ability to choose a simple idea and describe what you plan to do with the money is more important than your grant writing experience. This competition supports new grantees and technical assistance is available through the executive director.

GETTING STARTED

- Check the NDSCDD webpage and download the RFP AND application. Read them carefully.
- Gather a small work group to help you write the proposal and implement the project. Ask who is missing. Include someone from an agency that may provide funding when the grant ends
- Make a copy of the application for each member
- Find a fiscal agent – someone that can issue checks and put the grant funds into an account, be accountable for the budget

GETTING STARTED

- Make a list of NDSCDD outcomes that you will address in your project
- Decide who will actually write the grant proposal. Look at other examples. Decide how everyone will be kept in the loop
- **Check the deadlines for submission**
- Decide who will; 1) review and sign off on the proposal; 2) be the contact person for the grant; 3) put together the actual budget and 4) provide the matching funds or in-kind resources
- Plan dates to outline your proposal, write each section and do a final review

SHOWING NEED

- Talk about what is happening and what is not happening.
- See if you can agree on what the real problems are.
- Use facts and data to build a picture of the problem.
- Tell how the problem impacts people with disabilities, or their families & the community.
- If the problem was solved, what additional outcomes could be met? Are these a match for the NDSCDD outcomes?

ORGANIZE YOUR WRITING

- Use headings from the application as your headings for each section. List those in the same order
- Craft a lead sentence for the opening paragraph. State the most important idea that you want the reader to understand
- Write supporting sentences that connect ***logically*** to your lead sentence and support that idea with facts and relevant information

ORGANIZE YOUR WRITING

- End each paragraph with a statement that leads the reader to the next idea
- Do not cut and paste long descriptions of your program from other grants. No one is really that interested except you. Instead, put in key ideas that show your ability to carry out the grant. Summarize & be brief
- For each section, ask yourself the question – so what? If the section answers that question clearly then you are on your way. If not, revise the section and be more precise

WRITING EACH SECTION

Include these sections

- Organization name & address
- Project title
- Emphasis area
- Type of application
- Type of organization
- Project director/contact person
- Authorized official
- Funding requested
- Beginning & ending date
- Terms and conditions
- Signatures
- Budget summary
- Project narrative

PROJECT NARRATIVE

Narrative sub-sections

- Overview
- Identification of the problem/need
- Project goals
- Performance outcome measures
- Activities and methods
- Resources
- Key personnel
- Coordination and cooperation
- Sustainability
- Budget and justification

Write, edit, re-write, proof

- Use lead sentences
- Follow up with clear details
- Avoid long wordy sentences
- Get to the point.
- Use supporting facts & data
- Look at examples
- Ask someone to read & edit your work
- Complete a final review

DEVELOPING A BUDGET

- Make a list of all tasks that have to be carried out
- Combine those tasks in some logical way and decide how many people will be needed to carry them out
- List out by date and objectives if that helps you think through this process
- Think minimal – if we get partial funding could this person do more, is there an easier way to get the same thing done. Revise the plan as needed

DEVELOPING A BUDGET

- Find out the cost of items such as travel, phone, mail and materials needed for the grant
- Show how you calculate any salaries. Indicate a total amount and the hourly rate you used times the number of hours the individual will work on the project
- Show how you calculate any travel. Indicate a total amount and the breakdown for both miles and per diem based on ND state rates
- Make certain the person doing the work will have the resources they need. Think about what others can provide
- Do not include other work the person may need to do that is unrelated

DEVELOPING A BUDGET

- Be sure to include benefits for people who will do the work
- Describe the match and the specific costs that will be covered -be clear
- Set up a template budget in a spread sheet format. Use one column for key budget areas such as personnel, supplies, etc. Follow the grant guidelines
- Under each key heading indicate how the dollar amount for that expense was calculated. In columns to the right, specify how much will come from the NDSCDD grant and how much from match
- Check your math and spelling – ask someone without knowledge of the grant to look at your budget and ask questions

QUALITY CHECKLIST

- Make certain you are within the page limits
- Use an accessible clear font (no script)
- Use same section headings as the RFP requires
- Write, edit, re-write and proof each section
- Address outcomes and indicators
- Check to make sure that each section make sense
- Get rid of jargon and long explanations.
- Check spelling & grammar
- Make sure a clear, detailed budget is included
- Obtain the necessary signatures and authorization

GETTING SUPPORT

- To get support on developing a proposal contact the executive director or the project officer
- Ask them to clarify the performance indicators or outcomes and describe clearly what the funders are looking for in a proposal
- Rely on your writing team or contact a member of ND FamNet for support.

CONTACT INFORMATION

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