

GOVERNOR'S OFFICE OF FEDERAL ASSISTANCE

NEVADA'S FEDERAL GRANT RESOURCE

Introduction to Grant Writing:
Developing a Common Grant Application

About Us

The Governor's Office of Federal Assistance, or OFA, was created with the passage of Assembly Bill 445 of the 81st Legislative Session

Vision

The Governor's Office of Federal Assistance supports our stakeholders in obtaining, increasing, and maximizing federal assistance.

Mission

The Governor's Office of Federal Assistance reduces barriers by providing inclusive, collaborative, comprehensive, and centralized support in obtaining federal dollars for Nevada.



General Housekeeping

- **Welcome**
- Training will be recorded and will be stopped during Q&A
- Today's training video and the resources shared will be posted to our website
- If you have a question, drop it in the chat
- Close Captioning is available, please click the CC button at the bottom of your screen



Meet your Trainer

Sandy Wallace
Grant Writer



Learning Objectives

- Review a Common Grant application.
- Understand how to answer the questions in each section.
- Learn some tips for writing strong grant applications.
- Receive information about other grant writing resources.



Suggested Steps for Success

- Make a Plan
- Make a Deal
- Gather
- Hunt
- Divide & Conquer
- Look Back



Make a Plan

- Identify a need or an opportunity
- Assess the project fit with your agency mission and strategic plan
- Assess your expertise, resources & strengths to approach the project
- Plan before you write
- Think the plan through to the end



Let's Make a Deal

- Start by talking
 - To the people you work for
 - To the people who will work on the grant
 - To people who might be doing the same thing
- Look for opportunities to collaborate
- Get everyone's buy-in



Gathering

- Sam.gov registration
- UEI Number
- Mission Statement
- Strategic Plan
- Board of Directors List
- Job Descriptions and Resumes
- Pictures
- Website Information
- News articles and Press Releases
- Reports, statistics, data
- IRS Determination Letter
- EIN (Tax ID Number)
- IRS Form 990
- Audit
- Awards
- Client stories
- Annual Reports
- Newsletters

Hunting – for Grant Opportunities

- Nevada Governor’s Office of Federal Assistance
 - <https://ofa.nv.gov/>
- U.S. Digital Response (USDR) Grant Identification Tool
 - <https://ofa.nv.gov/GrantDiscovery/>
- Federal Grants
 - <https://www.grants.gov/>
- Foundation Center Online Directory
 - <https://fconline.foundationcenter.org/>



Questions to Ask

- What are their funding priorities?
- Does my project really fit with their priorities?
- How much money do they have available?
- How much is the average grant?
- How much did they give in the last few years? (IRS Form 990, last pages)
- Do they give in my state or region?
- When is the deadline?
- How complicated is the application?
- What are the reporting requirements, if awarded?



Don't Be Afraid to Contact Grant Agencies

- Contact agency program staff as described in the Notice of Funding Opportunity (NOFO)
- Present your project description if they will let you
- Ask questions



Develop Your Common Grant Application

- Most grants ask for similar information.
- You can use the same paragraphs over & over again.
- Colorado's Common Grant Application
 - <https://crcamerica.org/resources/common-grant-forms/common-grant-application/>



Write Section by Section, in Reverse

1. Abstract/Summary
2. Background
3. Organization Description
 - a. Current Programs
 - b. Inclusiveness/Diversity
 - c. Strategic Plan
 - d. Board/Governance
 - e. Volunteers
4. Needs Statement
5. Program/Project Description
6. Goals, Objectives, Activities
7. **Scope of Work**
8. Collaboration/Partners
9. Evaluation
10. **Budget**
 - a. Line-Item Budget
 - b. Budget Narrative



1. Abstract/Summary

- Write this section last. You probably won't have this information until you've fleshed out the details of your application.
- Include:
 - Name of project
 - Name of organization
 - Location of project
 - Summary of project goals and objectives
 - Funds requested
 - Key personnel



2. Background

- Organization Description
 - Mission, History
- Current Programs
 - Include numbers served
- Inclusiveness/Diversity
 - How do you ensure this?
 - Are your board and staff representative of the people you serve?
- Strategic Plan
 - Do you have one?
 - What other planning do you have?
 - How does this grant project or program fit within your planning?
- Board/Governance
 - Who is on your board?
 - What do they do?
- Volunteers
 - Do you have them?
 - What do they do?

3. Needs Statement

- Strengths and needs must be clearly expressed and supported by hard data, i.e., it's not enough to say you have a need, try to show it with examples, statistics, etc.
- Local statistics are better than national or statewide. Use local census data, available online with American Fact Finder.
- Defend and justify your request. Think of a grant application as a persuasive tool. You're trying to persuade a funding source to support your project.
- Include evidence of your need from impartial sources if available.
- Explain why your organization is capable of solving the problem or need.
- List what resources you have and who you will work with to solve the problem.
- Never assume the funding source understands your problems. Spell them out precisely.



4. Program/Project Description

- Describe your program/project in narrative form for this section.
- How does it address/solve the problem or needs stated above?
- Why is your organization the best choice to receive this funding?
- Who will it serve, how, when, and where?
- How many people will you be able to serve?
- How much will it cost? What will it cost per person served?
- What would happen if you received less or more money than you requested?



5. Objectives

- Objectives should:
 - Tell who, will do what, when, where, why, and how.
 - How the objective will be measured and evaluated.
- Grants often ask you to use SMART Objectives:
 - SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.
- Examples:
 - By year two of the project, LEA staff will have trained 75% of health education teachers in the school district on the selected scientifically based health education curriculum.
 - By August 2016, increase the number of elementary school students in Elko who eat at least 5 servings of fruits and vegetables per day from 30% to 60%.



6. Scope of Work

- Describe program activities in detail.
- Describe sequence, flow, and interrelationship of activities.
- State specific time frames that are depicted graphically on an activity or work plan chart.
- Assign responsibility for each part of the project to specific individuals.
- Present a reasonable scope of activities that can be accomplished within the stated time frame and with the resources of your agency.



Sample Scope of Work

Objective	Activities	Person(s) Responsible	Timeline	Evaluation Tool(s)
By the end of December 2012, at least 5000 congregate meals will be served at the Senior Center.	Hire staff.	ED	By 9/30/12 Oct-Nov	Personnel files
	Train staff.	Training Coor	Oct-Nov 12	Training agendas, sign up sheets
	Purchase food and supplies.	Head Cook	Nov 12	Receipts
	Publicize Program	PR Intern	Nov 12 + ongoing	Press Releases



7. Collaboration/Partners

- Describe any partners or collaborators that will be involved in the program/project.
- Attach letters of support or letters of commitment if possible.
- Letters of support provide support for your project from such people as elected officials, community leaders, community members, business managers, etc.
- Letters of commitment are more specific and describe things that a partner will bring to the grant project, such as their time, their expert advice, supplies, meeting space, funding, etc.



8. Evaluation

There are two kinds of evaluation:

1. Process Evaluation

- Examines the conduct of the grant.
- Asks the question, “Did you conduct the project in the way that you said you would and spend the budget in the ways that you said you would?”

2. Outcome Evaluation

- Evaluates the results of the grant.
- Asks the questions, “Are things better for your community or clientele?” “How do you know that?”
- “How can you prove it’s because of what you did?”



9. Budget

Line Item	Calculation Method	Project Request	Other Funding
Personnel			
.50 FTE Project Coor	\$20/hr x 20 hrs/week x 52 weeks	5,000	17,800
Fringe Benefits	@ 21% of salary	1,050	3,738
Travel	.55/mile x 50 miles/mo x 12 mos	130	200
Supplies	\$100/mo x 12 mos	600	600
TOTAL		6,780	22,338



10. Budget Narrative

This is where you provide a written statement for each line item, justifying how you arrived at the cost and why the cost is needed. A sample is as follows:

Personnel

A full-time Project Coordinator will coordinate this project to design and implement a Community Oriented Policing Program under the Law Enforcement Department. Please see the attached job description for this position. Merit salary increases have been included. Merit salary increases are contingent upon satisfactory performance. Salaries for all positions are commensurate with other positions of similar responsibility within the community.

Travel

Hotel and meals per diem has been estimated for two trips at a rate of \$125/day for an average of four days per trip.



Grant Writing Statistics

- Writing a single federal grant application takes an average of between 80 and 200 hours (The Balance).
- A grant writer applying for a combination of new and existing funders should have a success rate between 50 and 60%.
- A grant writer applying for new grants should have a success rate of 30 to 40%.
- A grant writer applying for existing grants (or expanding on existing grants) should have a success rate of about 80% (Funding for Good).



Tips

- Never frustrate the people who review your grant. Make it easy to read by writing at the 8th grade level.
- Follow the application instructions exactly.
- Highlight the application instructions so you'll remember basic things like the due date and time, whether the narrative should be single or double spaced, what size font to use, etc.



More Tips

- Most people speak more clearly than they write. If this is true for you, try recording your thoughts on your cell phone and then writing them down.
- Create an outline or template of the grant according to the guidelines. Start filling in the blanks with bullet point statements.



Tips, tips, tips

- Use headings, bullets, formatting and white space to increase readability.
- Proofread for grammar, spelling, and typographical errors.
- Good writing is not the most important thing in getting a grant. Having a good plan, a trustworthy and capable organization, and qualified people are much more important.



Take Care of Yourself

Do your best to submit the grant a few days before the due date.



Practice what works for you to alleviate stress.



Look Back

- If not funded, don't give up! Be positive and persistent.
- Ask for reviewer written comments, if available.
- Ask if it would be worth submitting another proposal in the future.
- When revising, be responsive to reviewer comments.



Other Grant Writing Training

- Introduction to Proposal Writing
 - Candid (formerly the Foundation Center)
 - <https://learning.candid.org/training/introduction-to-proposal-writing/>
 - Free, online one-hour course
- Federal Agencies
- Universities and Colleges
- Books



Thank You and Good Luck!



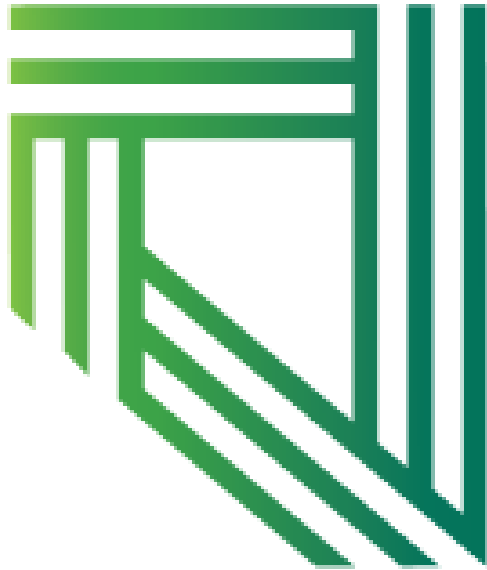
Don't Forget



- Single Point of Contact and the Intergovernmental Review
 - SPoC
 - OFA is the Designated Single Point of Contact
 - Presidential Executive Order 12372
 - Coordinate in-state grant applications
 - Foster intergovernmental relationships



OFA Services



- [Notice of Funding Opportunity and Database](#)
- [Free Technical Assistance](#)
- Free Monthly Training and Technical Assistance
- Sign up for the [OFA Newsletter](#) so you don't miss anything!



Introduction to Grant Writing: Developing Your Common Grant Application



Introduction to Grant Writing

Developing Your Common Grant Application

Question & Answer Session

1. What are some other resources for finding grant writers to support us in writing grants.
 - a. Grants Professional Associations
 - b. [UPwork](#)
 - c. [Fiverr](#)
 - d. College Students – Contact your local university or college, ask the History, Journalism or English professors for recommendations of students with solid writing skills. This helps the college student earn money and a new skill as well as being budget friendly.

2. Does OFA post if agencies are going to apply for a grant? There is interest in partnering opportunities or creating consortiums.

The U.S. Digital Response Tool has a collaboration component you can use to find interested partners. When you find a grant that you are interested in, you select your level of interest. Then check out the level of interest others have in the same grant. Their email is provided so you can reach out at your convenience.

For more information, get more information [here](#).

3. Have you ever used Chat GPT to assist to write grant?

This AI language model has not been used by OFA EGA's to write a grant; however, OFA recommends those who are interested in using this to learn more to ensure they are using this as effectively as possible in the grant writing endeavors.

4. When did the Governor's Office of Federal Assistance become established? Will we be notified of grant opportunities through the Governor's Office?

The Governor's Office of Federal Assistance (OFA) was created during the 81st Legislative Session, with the passage of AB445. Established on July 1, 2022, OFA has created multiple avenues for our stakeholders to find grants Nevada is eligible for:

- a. [US Digital Response Tool](#) - free
- b. [Curated List of Federal & some state grants](#) on our website that is updated in real time. It is a curated, downloadable list that is filterable. This list is the most current.



- c. [Monthly Newsletters](#) highlighting curated big grants for each stakeholder type.
- d. Our Weekly Curated grant opportunities email is currently under development. When finished, you will be able to sign up for the weekly curated list of federal and state grant opportunities.