Preparing A Federal Grant Application: Understanding the Basics

February 28, 2018
Agenda

- House Keeping Items
- Welcome and Participant Survey
  - Kristy Love, Deputy Director, Criminal Justice Coordinating Council
- Where to Find Opportunities and What You Will Need to Apply
  - Ayris Scales, Executive Director, Office of Partnerships and Grants Services
- Targeting Appropriate Funding
  - Michelle Garcia, Executive Director, Office of Victims Services and Justice Grants
- Finding Data to Support Your Application
  - Dr. Ellen McCann, Statistician, Criminal Justice Coordinating Council
- The ABC’s of Pulling Together a Grant Application
  - Dr. Carolyne Siganda, Strategic Development Associate, DC Superior Court
House Keeping Items

- Previous Trainings
  - [https://cjcc.dc.gov/page/grants-planning](https://cjcc.dc.gov/page/grants-planning)
- Bathrooms
- Mailing Lists
- Slides
- Evaluations
OPGS Mission

To enhance the capacity of District government agencies, community and faith-based organizations, and nonprofits to identify, apply, and secure resources that advance the Mayor’s top public policy priorities.
Core Services

- Facilitate Partnerships
- Provide Grants and Resource Development Support
- Oversight of District Grantmaking Process
- Oversight of District Donations
- Provide Capacity Building Support and Training
- Promote Funding Opportunities
Where To Find Funding Opportunities

OPGS Resources

- Website
  - www.opgs.dc.gov
- Weekly Funding Alert
- Grants Information
- Resource Center (GIRC)
- Events & Workshops
- Social Media

Funding Opportunities and Resources

FUNDING ALERT

Government of the District of Columbia
Muriel Bowser, Mayor
441 4th Street, NW Suite 707N
Washington, DC 20001
http://opgs.dc.gov

Register to receive Funding Alert at
https://opgs.dc.gov/service/funding-alert-information
Grants Information Resource Center (GIRC)

For appointments call 202-727-8900
Federal Funding Opportunities

- Grants.gov
  - Search Grants
  - Sign up to receive information about grant specific to your mission and programs

https://www.grants.gov/web/grants/home.html
Before Applying for a Federal Grant

- Apply for a DUNS Number (Data Universal Numbering System - A unique nine digit identifier for businesses. It is used to establish your business credit file, which is often referenced by lenders and potential business partners to help predict the reliability and/or financial stability of working with you. Takes up to 30 business days.
  
  http://www.dnb.com/duns-number.html

Employee Identification Number (EIN) – is used to identify a business entity. Register on line you will receive immediately.

Before Applying for a Federal Grant

Register with Federal System for Award Management (SAM) to do business with the U.S. government.

- At a minimum to register you will need the following information:
  - Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
  - Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

https://www.sam.gov/portal
Before Applying for a Federal Grant

- Register with Grants.Gov
- New - Workspace allows a grant team to simultaneously access and edit different forms within an application. The forms can be filled out online or offline.
- Identify the Grant/Program Officer
- Have a grant submission plan in place
- Do not wait until the last minute!!

https://www.grants.gov/web/grants/applicants/registration
Executive Director: Ayris Scales (202) 727-8900, email: Ayris.scales@dc.gov

Deputy Director: Pat Henry (202) 727-0946, email: Pat.Henry@dc.gov

Special Projects Coordinator: Deja Harrison (202) 727-7998, email: deja.Harrison@dc.gov

To Schedule a GIRC Appointment: (202) 727-8900

441 4th Street, NW
707 North Washington DC 20001
202-727-8900 (o) 202-727-1652 (fax)
www.Opgs.dc.gov
The Office of Victim Services and Justice Grants (OVSJG) mission is to coordinate and fund programs in the District that serve crime victims, prevent crime, and improve the administration of justice for victims and offenders. OVSJG also provides policy making expertise, advise, and counsel to the Executive on the role of victims and offenders in the criminal justice system, and evidence-based practices to respond to, intervene in, and prevent violence. OVSJG is also responsible for overseeing the programmatic strategies and coordinating grant-making efforts for victim service and justice grants programs as well as the Access Justice Initiative in order to ensure the coordinated programmatic and grant-making efforts of those offices.
TARGETING APPROPRIATE FUNDING
• **Good Money**
  - Alignment with the funding agency’s mission and the grant purpose
  - Furthers your organization’s mission
  - Able to meet the grant requirements

• **Bad Money**
  - Non-sustainable after the funding ends
  - Award period too short to accomplish your goals/objectives
  - Requires a match you can’t meet
Federal Grant-Making Agencies
<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appalachian Regional Commission (ARC) Grants</td>
<td>ARC is a regional economic development agency that represents a partnership of federal, state, and local government. It provides funding for several hundred investments in the Appalachian Region, in areas such as business development, education, and transportation.</td>
</tr>
<tr>
<td>Election Assistance Commission (EAC) Grants</td>
<td>EAC is an independent, bipartisan commission charged with developing guidance to meet the Help America Vote Act of 2002 (HAVA) requirements, adopting voluntary voting system guidelines, and serving as a national clearinghouse of information on election administration.</td>
</tr>
<tr>
<td>Federal Mediation and Conciliation Service (FMCS) Grants</td>
<td>FMCS is an independent agency whose mission is to preserve and promote labor-management peace and cooperation. The agency provides mediation and conflict resolution services to industry, government agencies, and communities.</td>
</tr>
<tr>
<td>Gulf Coast Ecosystem Restoration Council (GGERC) Grants</td>
<td>GGERC has responsibilities with respect to 60 percent of the funds made available from the Gulf Restoration Trust Fund. Another primary responsibility is developing a comprehensive plan to restore the ecosystem and the economy of the Gulf Coast region.</td>
</tr>
<tr>
<td>Inter-American Foundation (IAF) Grants</td>
<td>IAF awards development assistance directly to the organized poor in Latin America and the Caribbean. IAF provides grant support for creative ideas for self-help received from grassroots groups and nongovernmental organizations.</td>
</tr>
<tr>
<td>James Madison Memorial Fellowship Foundation (JMMFF) Fellowships</td>
<td>JMMFF Fellowships are for the purpose of improving teaching about the United States Constitution in secondary schools.</td>
</tr>
<tr>
<td>Japan-United States Friendship Commission (JUSFC) Grants</td>
<td>JUSFC works to strengthen the U.S.-Japan relationship through educational, cultural, and intellectual exchange. The Commission is a grant-making agency that supports research, education, public affairs, and exchange with Japan.</td>
</tr>
<tr>
<td>Marine Mammal Commission (MMC) Grants</td>
<td>MMC works to further the conservation of marine mammals and their environment. Its mission is to provide independent, science-based oversight of domestic and international policies and actions of federal agencies affecting marine mammals and their ecosystems.</td>
</tr>
<tr>
<td>Millennium Challenge Corporation (MCC) Contracts and Grants</td>
<td>MCC is a U.S. foreign aid agency that focuses on helping alleviate global poverty. MCC advances American values by delivering development assistance that promotes sound policy reform, creates new opportunities for economic growth, and shares learning that makes the discipline of development effective and results-focused.</td>
</tr>
<tr>
<td>National Credit Union Administration (NCUA) Grants and Loans</td>
<td>NCUA's mission is to provide, through regulation and supervision, a safe and sound credit union system, which promotes confidence in the national system of cooperative credit. Its vision is to protect consumer rights and member deposits.</td>
</tr>
<tr>
<td>Nuclear Regulatory Commission (NRC) Grants</td>
<td>NRC was created as an independent agency by Congress in 1974 to ensure the safe use of radioactive materials for beneficial civilian purposes while protecting people and the environment. NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as in nuclear medicine, through licensing, inspection, and enforcement of its requirements.</td>
</tr>
<tr>
<td>Woodrow Wilson International Center for Scholars (WWICS) Fellowships and Grants</td>
<td>The Wilson Center, chartered by Congress as the official memorial to President Woodrow Wilson, is a non-partisan policy forum focused on global issues through independent research and open dialogue to inform actionable ideas for the policy community.</td>
</tr>
</tbody>
</table>
### Pros
- Many government grants are quite large and could provide much support for your cause
- Government money provides nonprofits credibility so that they can attract other funding
- Government agencies often provide free training and technical assistance to their grantees
- Government agencies might introduce you to a network of potential partners or resources
- Government agencies could come to consider your nonprofit an expert in your field and give you more say on public policy issues

### Cons
- Complicated grant applications - applications can take 40-200 hours to complete, and hiring a grant writer to prepare one is costly
- Short lead times – deadlines four to eight weeks after release
- Increased oversight and monitoring of how funds are spent and whether results achieved matched those promises
- Slow reimbursement - government agencies typically do not advance funds, they reimburse you after you spend money
- Displacement or reduction in other funding - some individual donors might feel that your organization now has enough money and stop donating

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**Government Grants**

<table>
<thead>
<tr>
<th>Contributors to Success</th>
</tr>
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<tbody>
<tr>
<td>A history of successful grant seeking</td>
</tr>
<tr>
<td>Capacity and credibility</td>
</tr>
<tr>
<td>A history of successful outcomes</td>
</tr>
<tr>
<td>A program that reflects best practices</td>
</tr>
<tr>
<td>A compelling need supported by relevant data from credible sources – local data if possible</td>
</tr>
<tr>
<td>An evaluation plan</td>
</tr>
<tr>
<td>Collaborations and partnerships</td>
</tr>
</tbody>
</table>

Partnership Benefits

- Leverage resources
- Build on each other’s strengths

Opportunity for capacity building
- Evaluation
- Grant management
- Content knowledge

- Expand service area
- Provide additional services

Comprehensive/holistic services
- Decrease barriers for those seeking services
Finding Partners

- Existing networks/task forces/coalitions
- Search engines
- Look around

http://www.cjccresourcelocator.net
• History of relationship between organizations
• Detailed description of each organization's roles and responsibilities
• Value of the proposed project
• How funds will be used

Documented Partnerships
Questions
Finding Data to Support your Application

February 28, 2018
Ellen McCann, PhD
Statistician
Statistical Analysis Center
Data Elements of a Strong Application:

- Making the case with national examples
- Making the case with locally informed data
Before You Make the Case: Conceptualize

How will you define poverty?
   Measures might include…

How will you define education?
   Measures might include…

How will you define mental health or substance abuse?
   Measures might include…

How will you define justice involvement?
   Measures might include…
Then Make the Case: National and Local

- Data collections in your field – national data sets the context for the broad importance of the topic
  - The case for “.org” sources
  - The case for “.gov” sources
- Most offer local comparison points
- Local sources of information also are at the ready
National and Local Data Sources
The American Community Survey – “American FactFinder” (The US Census!)

https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml
The American Community Survey – “American FactFinder” – Continued…

• Using the “Community Facts” tab you can simply type in “District of Columbia” and you get broad points and some additional links you might find useful:
The “Advanced Search” link offers tables that can be filtered to your location & expertise
DC Relevant and Ward Level Data Instructions:

1. Click on ‘advanced search’
2. On the left side click on ‘geographies’
3. Select the tab ‘name’
4. Then under geography filter options, select ‘state legislative district’
5. Then on the right look for and click on ‘All State Legislative District, Upper Chamber within District of Columbia’ Now any available data will be only those that are available at the District and Ward level, then “Close” on the top right to shut the “geographies” selector.
6. Next go to the left and select ‘topics’ and a new box will pop up for you to select from
7. After making selections of what you want to see, close this so you can see the list of available data (example: you can select people, then see any table with food stamps and SNAP)
### Topics Available
**(just some examples)**

#### People:
- Basic counts
- Age and Sex tables
- Age Groups
- Disabilities
- Education Levels
- Income and Earnings
- Insurance Coverage
- Language
- Marital and Fertility Status
- Origins
- Population Change
- Poverty
- Relationship
- Veterans

#### Housing:
- Basic Counts
- Financial Characteristics
- Occupancy Characteristics
- Physical Characteristics

As you select different subtopics, the search results will update to include ALL tables that match your search – see “Your Selections” on the top left to see what your filters are for this list. Starred selections are the best match for your filters…
Some of what you will get in your detailed tables
("Selected Economic Characteristics” table):

- Employment status
- Commuting to work
- Occupation
- Industry
- Class of worker
- Income and benefits
- Health Insurance coverage
- Percent of families below the poverty level
Getting local…

Local Population Data: [https://planning.dc.gov/page/dc-data](https://planning.dc.gov/page/dc-data)

- Quick Facts
- Reports
- Tables
- ACS Estimates for DC
- Population Estimates for DC
- Census Data
- Related Sites
- DC Forecasts (households, populations and jobs – most are 2016)

*This one has neighborhood cluster maps*
In Specific Interest Areas: Education

- In the American Community Survey:
  - National FAQ data on juvenile populations, education, poverty, living arrangements, teen parenting

- National Center for Educational Statistics has the National Household Education Surveys Program data
  - [https://nces.ed.gov/nhes/](https://nces.ed.gov/nhes/) (most are high-end user datasets)
    - Early Childhood Program Participation files
    - Parent and Family Involvement in Education files
    - Adult Training and Education files
    - Easiest part to use is the link on left “Table Library” links to pre-calculated tables
Local Education Points:

DC Education Data: [https://osse.dc.gov/service/data](https://osse.dc.gov/service/data)
Their annual report on attendance is rich with data…
In Specific Interest Areas: Juvenile Justice

• Easy Access Datasets
  • Juveniles in Residential Placements: https://www.ojjdp.gov/ojstatbb/ezacjrp/
    • National crosstabs
    • US and State Profiles
    • State Comparisons
  • Juvenile Court Statistics: https://www.ojjdp.gov/ojstatbb/ezajcs/
    • Analyze Delinquency Cases
    • Demographics
    • Case Processing
    • Detailed Offenses
    • Methods
  • Juvenile Populations: https://www.ojjdp.gov/ojstatbb/ezapop/
    • Total population profiles
    • State Comparisons
    • County Comparisons
Local Juvenile Justice Points

Police Data
- Juvenile Arrests (data you can download): https://mpdc.dc.gov/page/biannual-reports-juvenile-arrests

Court Data
- Family Court Social Services Division: https://www.dccourts.gov/about/organizational-performance/annual-reports
  (scroll to the bottom of the list and open the Family Court report)

Custody Data
- DYRS: https://dyrs.dc.gov/page/youth-snapshot
Specific Interest Areas: Criminal Justice

- National Crime Reporting
  - Arrests: https://www.ojjdp.gov/ojstatbb/ezaucr/
    - Arrest Statistics
    - National, State and County data
- Correctional Populations:
  - Totals https://www.bjs.gov/index.cfm?ty=kfdetail&iid=487
  - Jails https://www.bjs.gov/index.cfm?ty=dcdetail&iid=261
  - Prisons https://www.bjs.gov/index.cfm?ty=kfdetail&iid=488

- Bureau of Justice Statistics: www.bjs.gov
  - Surf this site looking for anything from raw data to reports on the materials
Local Criminal Justice Points
*Crimes reported differ from arrests made – remember the importance of conceptualizing!

MPD
- Crime Map: http://crimemap.dc.gov/

DC Superior Court Annual Reports:
- https://www.dccourts.gov/about/organizational-performance/annual-reports

Department of Corrections https://doc.dc.gov/page/inmate-demographics-and-statistics
- Quarterly Population Statistics
- DOC Facts and Figures
- DOC Official Population Counts by Facility
- DOC PREA, Safety, and Security Reports
Summary:

- Making your case starts by defining the boundaries of the problem
- Show how important it is with unbiased data that show national and local awareness
- Dig into all available sources
- Don’t be afraid to Google it!
Questions?
THE ABC'S OF PULLING TOGETHER A
GRANT APPLICATION
What's in a winning proposal?

• Approaching the Application
• Building a Project/Program Narrative
• Building a Project/Program Budget
• Compiling Proposal Package
PRE-APPLICATION

Decision to apply for the grant
• Get executive buy-in
• Get division or department buy-in

Set up the grant application team
• Meetings have decision makers at multiple levels
• All the relevant stakeholders are included
• Identify potential external partners
• Grant Requirements

• Organizational Capacity

• Partnerships

• Time/Period
Clear Statement of the Problem

• What is the problem

• Why is it a problem

• Why will this program address the problem
Program Narrative

Clear Statement of the Problem

• Program Goals

• Program Objectives

• Expected outcomes
Program Narrative

Project Design and Implementation

• Detailed description of the proposed project

• Description of how the interventions will be rolled out during the funding period

• Timeline and tasks to be funded

• Address program assumptions
Program Narrative

• Core Partner Capabilities – Organization capacity statement

• Program Approach Agreement: Teaming agreement

• Program Management Team Composition: Key personnel resumes

• Monitoring and Evaluation – Data collection and management Plan
PROGRAM LOGIC MODEL

Assessments
Define Problem
Outline Solutions

Input
Resources

Output
Program Activities

Outcome
Impact
Program Measures Requirements

- Data to be collected
- Tools used for Data collections
- Data Analysis and Information Sharing

Program Evaluation Requirements

- Baseline Assessment
- Special Data collection/Coordination
- Final external evaluation
<table>
<thead>
<tr>
<th>Goal</th>
<th>Indicator</th>
<th>Definition</th>
<th>Baseline</th>
<th>Target</th>
<th>Data Source</th>
<th>Frequency</th>
<th>Responsible</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expansion of Mental Health Interventions for Elderly</td>
<td>Expansion of Mental Health Interventions for Elderly</td>
<td>Number of Elderly starting and completing comprehensive mental health treatment program</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives/Activities</td>
<td>Reduced impact of mental health on DC elderly community</td>
<td># of mental health providers trained</td>
<td>20</td>
<td>35</td>
<td>DC Mental Health Program s</td>
<td>Quarterly</td>
<td>Mental health services providers monthly status report</td>
<td>Dept. of Health (DC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td># of additional mental health services provided</td>
<td></td>
<td></td>
<td>DC Mental Health Program s</td>
<td>Quarterly</td>
<td>DBH monthly monitoring reports of health providers</td>
<td>Dept. of Health and Human Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% of elderly who successfully complete the program</td>
<td>35%</td>
<td>75%</td>
<td>DC Mental Health Program s</td>
<td>Quarterly</td>
<td></td>
<td>Public</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% of elderly assisted in obtaining health care</td>
<td>40%</td>
<td>80%</td>
<td>DC Mental Health Program s</td>
<td>Quarterly</td>
<td></td>
<td></td>
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</tbody>
</table>
## Cost Application Budget

### MUST HAVE

- Use the correct financial templates
- Budget with adequate level of details (unit costs)
- Budget narrative that directly reflects the detailed budget

### DO’S AND DON’TS

Approval for grant matching (Cash or In-kind)

- Budget amount does not exceed the grant approved budget
- Justification for all the costs included in the budget
- Cost application certifications signed by the authorized person
Reference to the problem that will be addressed.

Basics information on your organization.
- Who you work with;
- What you do; and
- Why your organization is positioned for this funding opportunity.

Succinct summary of the intervention/program to be funded.
POTENTIAL MATERIALS

Letters of Support or Memorandum of understandings

Logic Model

Other required documents
• Equal Employment Opportunity Compliance
• Standard Assurances
• Drug Free Certification
• Audited financial statement

DO’S AND DON’TS

If you need letters of support, send these out at least 2-3 weeks before you need them with the abstract

All supporting documents are current - download the correct and updated format.

All supporting documents are signed by authorized person