Grant Writing Basics

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Georgia Council for Recovery
Freedom from Addiction

LEARNING OBJECTIVES:

PURPOSE:
WHY IS THIS IMPORTANT?

PLAN:
WHAT TO APPLY FOR?

PROCESS:
HOW TO APPLY?

PAYOFF:
REWARD FOR HARD WORK

Purpose

Our “Why”

Georgia Council for Recovery
Freedom from Addiction

IS THIS PROJECT IN OUR WHEELHOUSE?

- CAPACITY
- DELIVERABLES
- FINANCIAL STABILITY

What Is Your Dream for your Organization?

EXAMPLES:

- Potential for organizational growth in capacity and sustainability
- Opportunity for deeper relationships and partnerships in the community
- Expansion and promotion of the services at your organization, including adding new staff.

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PLAN
What to apply For?

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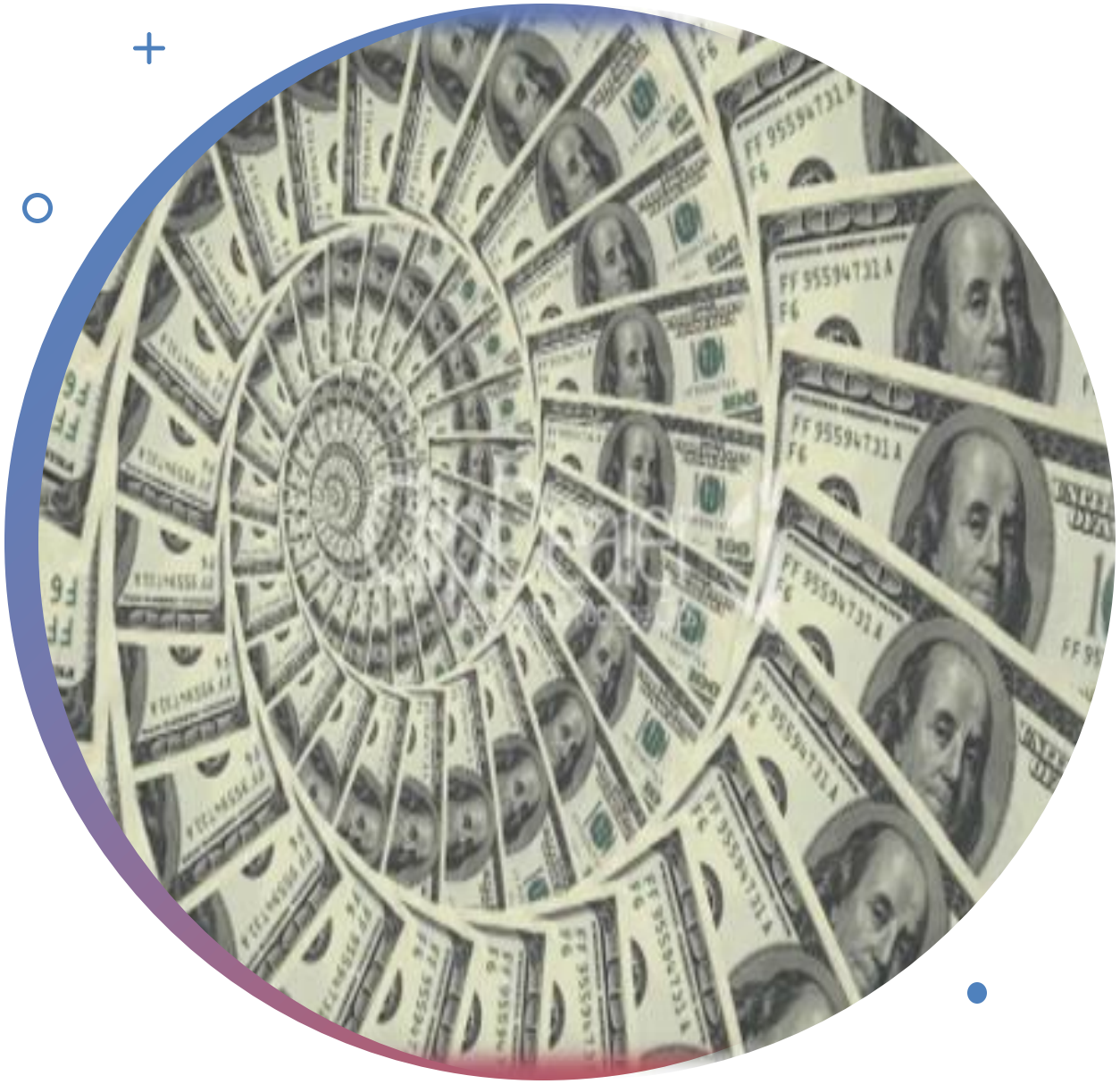
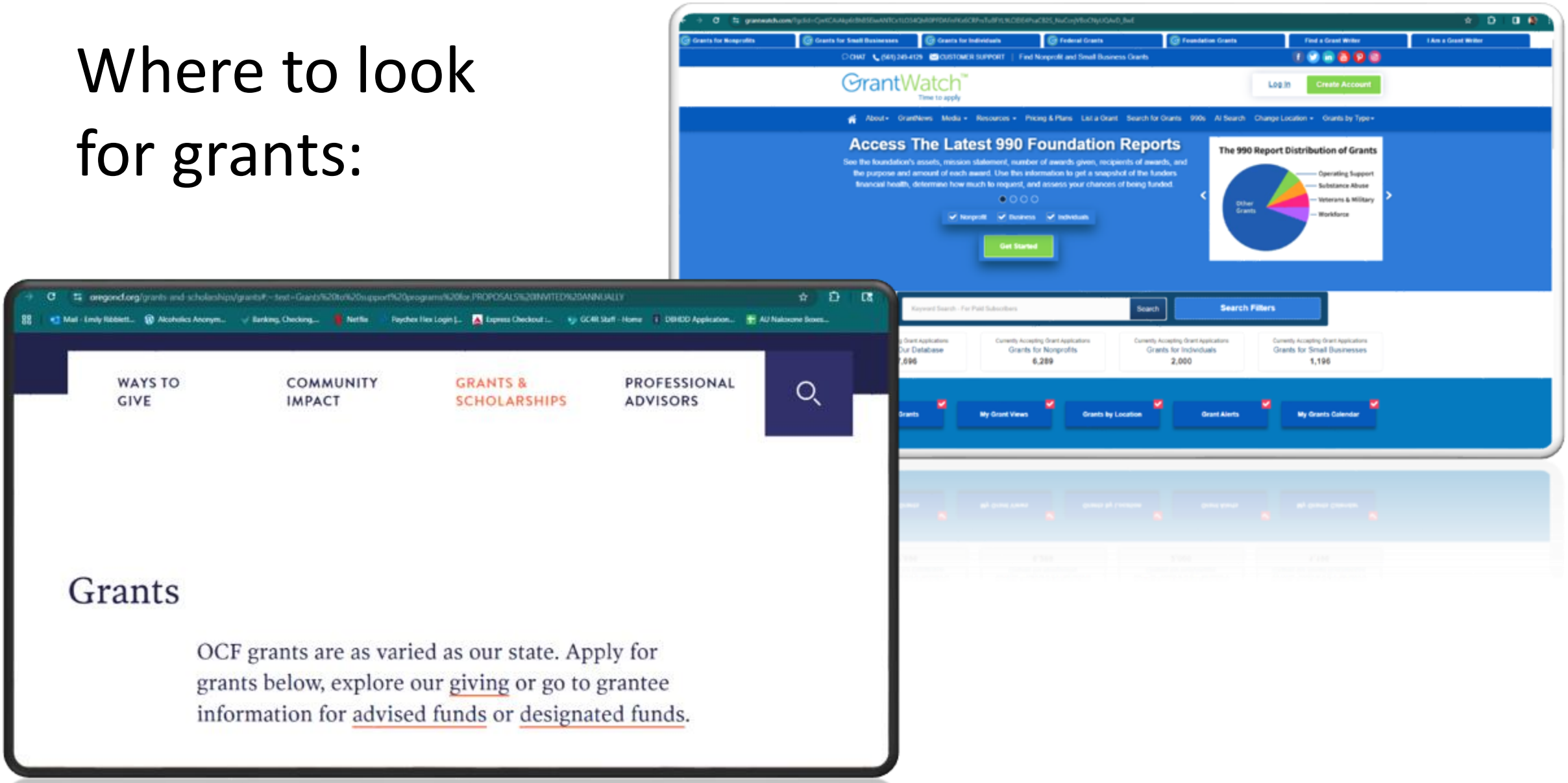


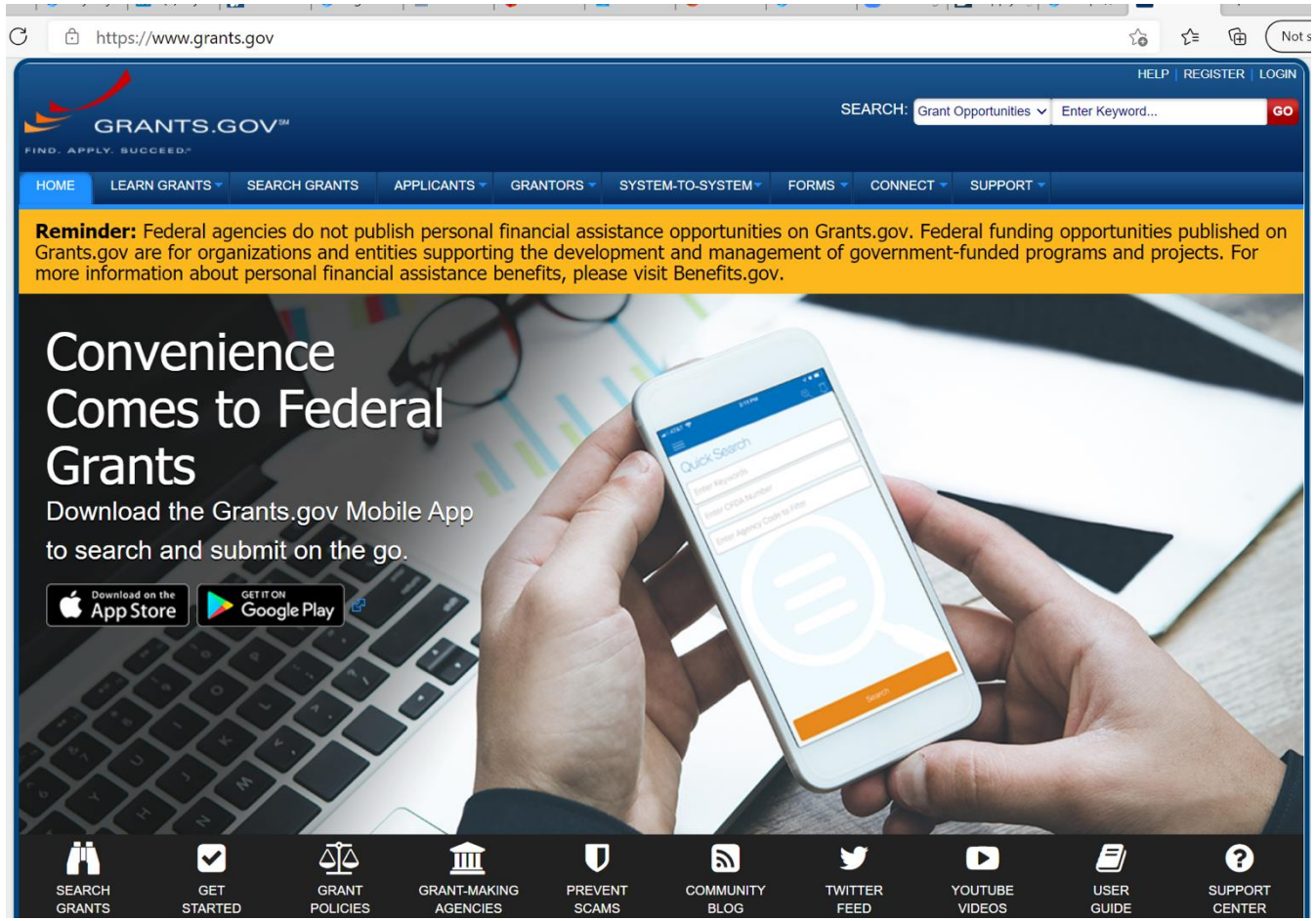
Potential Sources of Grant Funds

- Congressional District Representative's Office
- Local utility company or software manufacturer
- Community Foundations

Where to look for grants:



Grants.gov



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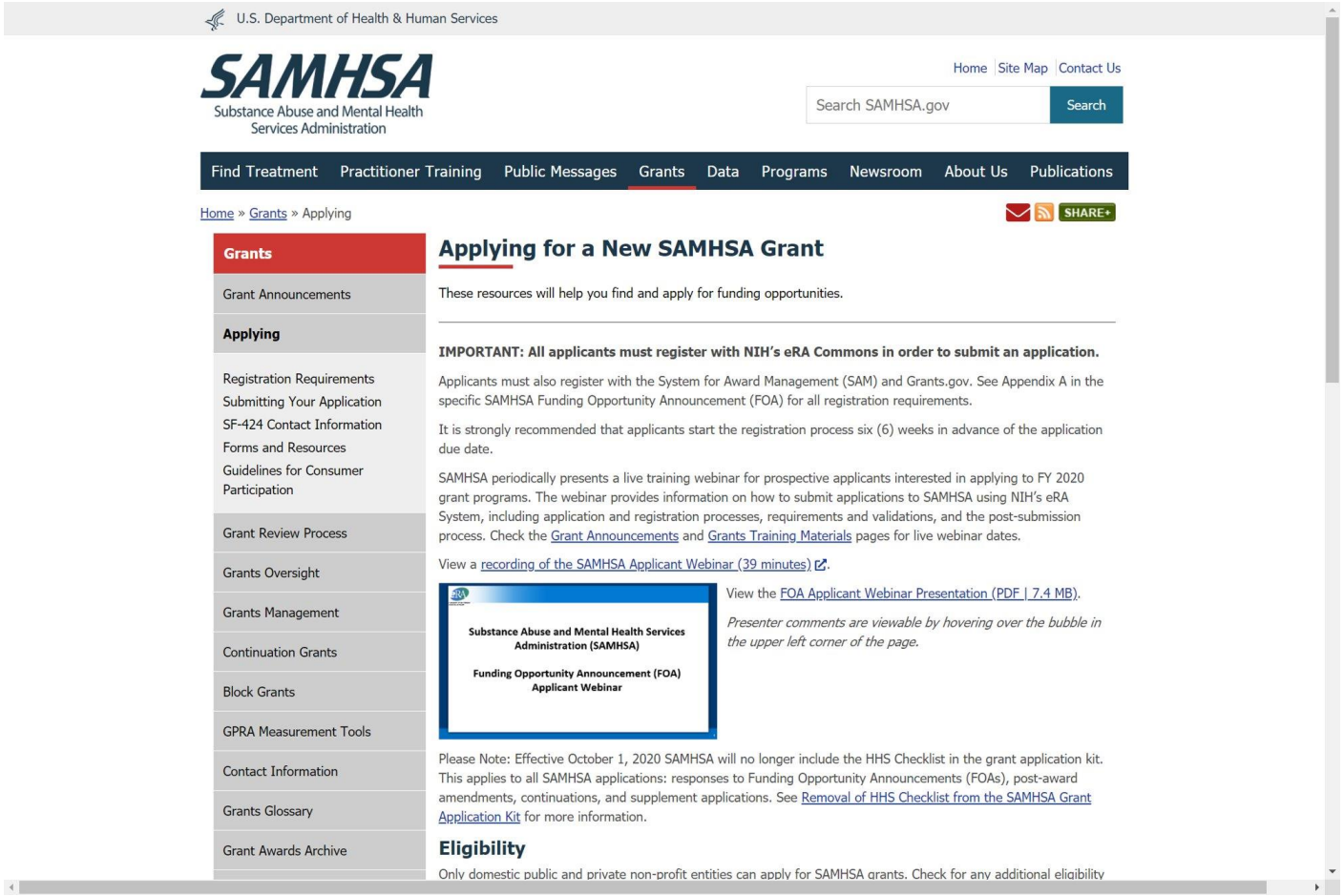
SAMHSA.gov



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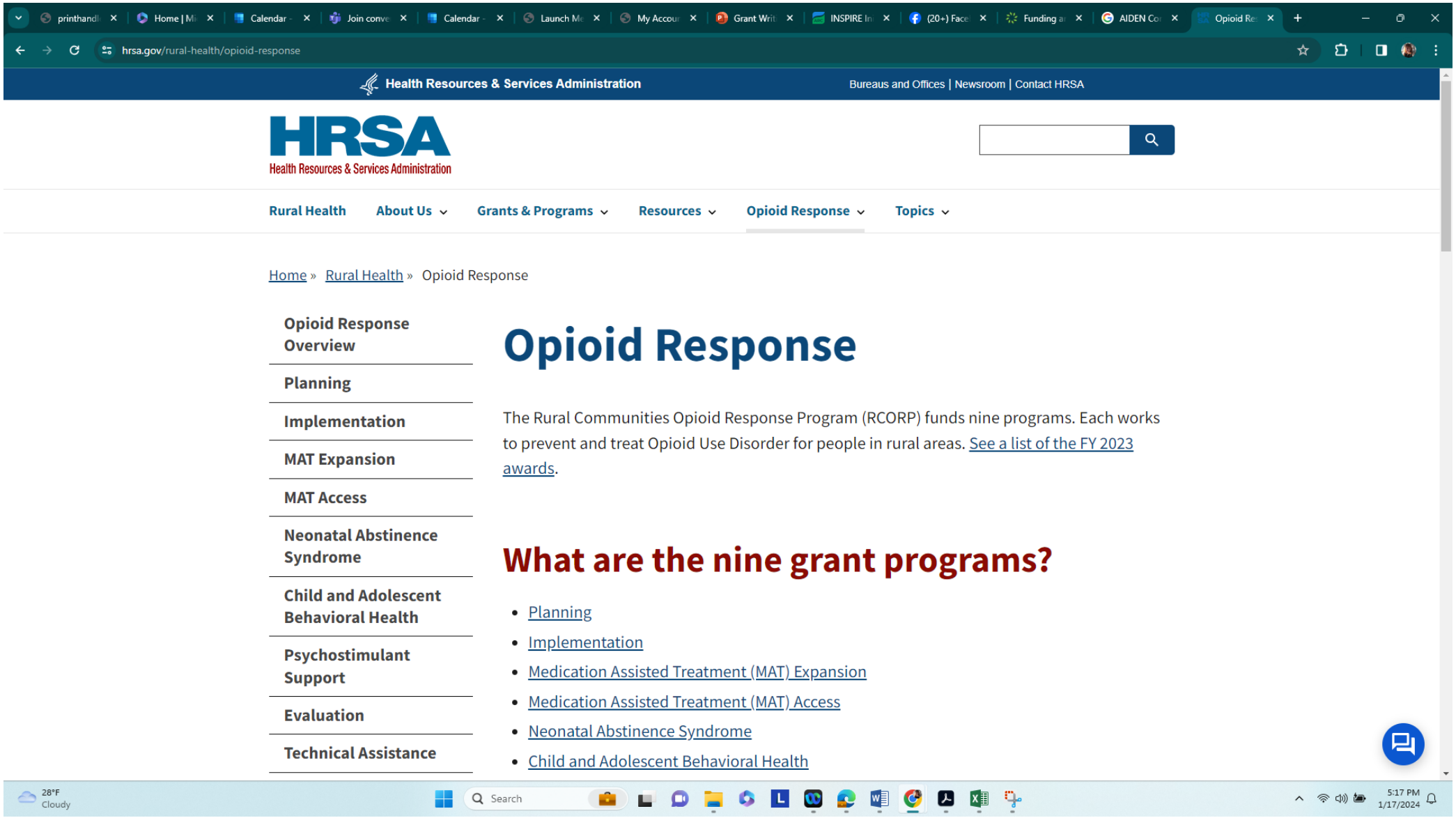

hrsa.gov/rural-health/opioid-response
Health Resources & Services Administration
Bureaus and Offices | Newsroom | Contact HRSA
HRSA
Health Resources & Services Administration
Rural Health
About Us
Grants & Programs
Resources
Opioid Response
Topics
Home » Rural Health » Opioid Response
Opioid Response Overview
Planning
Implementation
MAT Expansion
MAT Access
Neonatal Abstinence Syndrome
Child and Adolescent Behavioral Health
Psychostimulant Support
Evaluation
Technical Assistance
Opioid Response
The Rural Communities Opioid Response Program (RCORP) funds nine programs. Each works to prevent and treat Opioid Use Disorder for people in rural areas. See a list of the FY 2023 awards.
What are the nine grant programs?
Planning
Implementation
Medication Assisted Treatment (MAT) Expansion
Medication Assisted Treatment (MAT) Access
Neonatal Abstinence Syndrome
Child and Adolescent Behavioral Health
28°F
Cloudy
Search
5:17 PM
1/17/2024

KNOW THE LANGUAGE

Commonly used acronyms

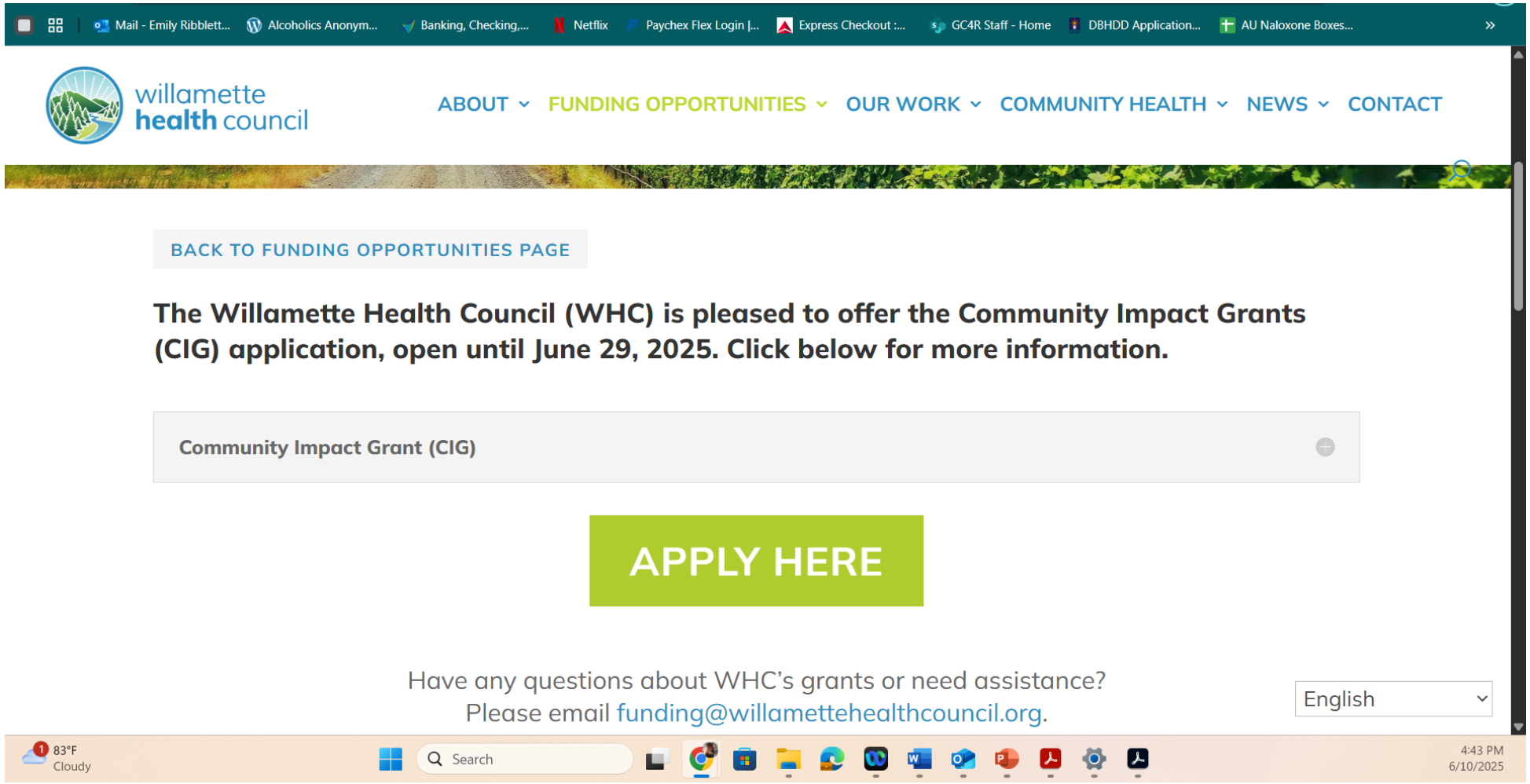
- Funding Opportunity Announcement (FOA)
- Notice Of Award (NOA)

QUIZ:

What does LOI stand for?

What does LOC stand for?

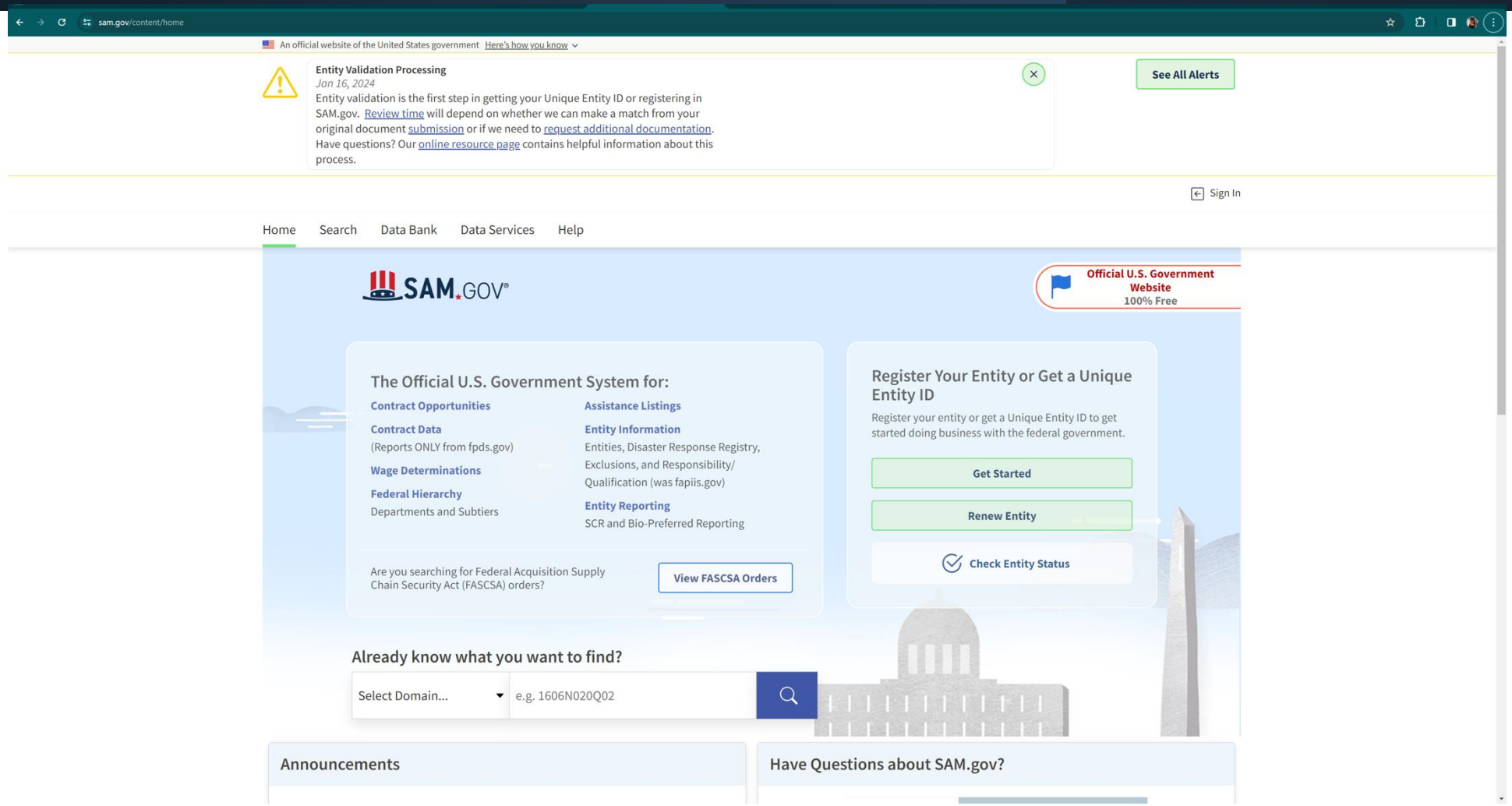
Willamette Health Council Community Impact Grant Open Until June 29, 2025



QUIZ:

What does SAM stand for?
(as in SAM.gov)

Register with Systems Award Management (SAM.gov)



The Process

- Executive Summary
- Statement of Need
- Project Description
- Budget and Justification
- Evaluation Plan
- Appendices

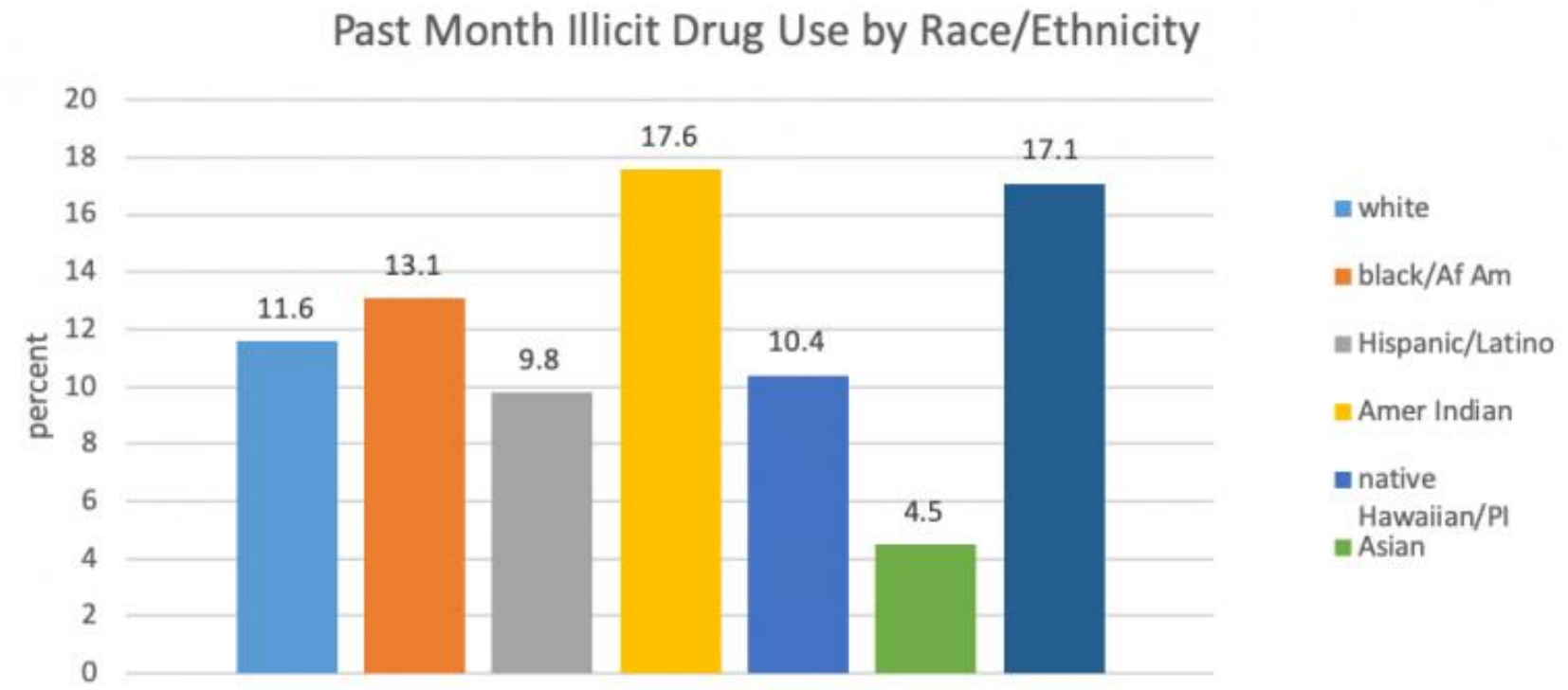
Key Sections of a Grant Proposal

(A well-structured proposal will get the award!)

Create a Checklist

GRANT Proposal Action Item	Date Required
Letter of Intent sent to funder	May 15, 2024
Register with SAM	May 15, 2024
Letters of Commitment sent	June 1, 2024
Letters of Commitment back	June 12, 2024
Find Data Evaluator	June 20, 2024

STATEMENT OF NEED



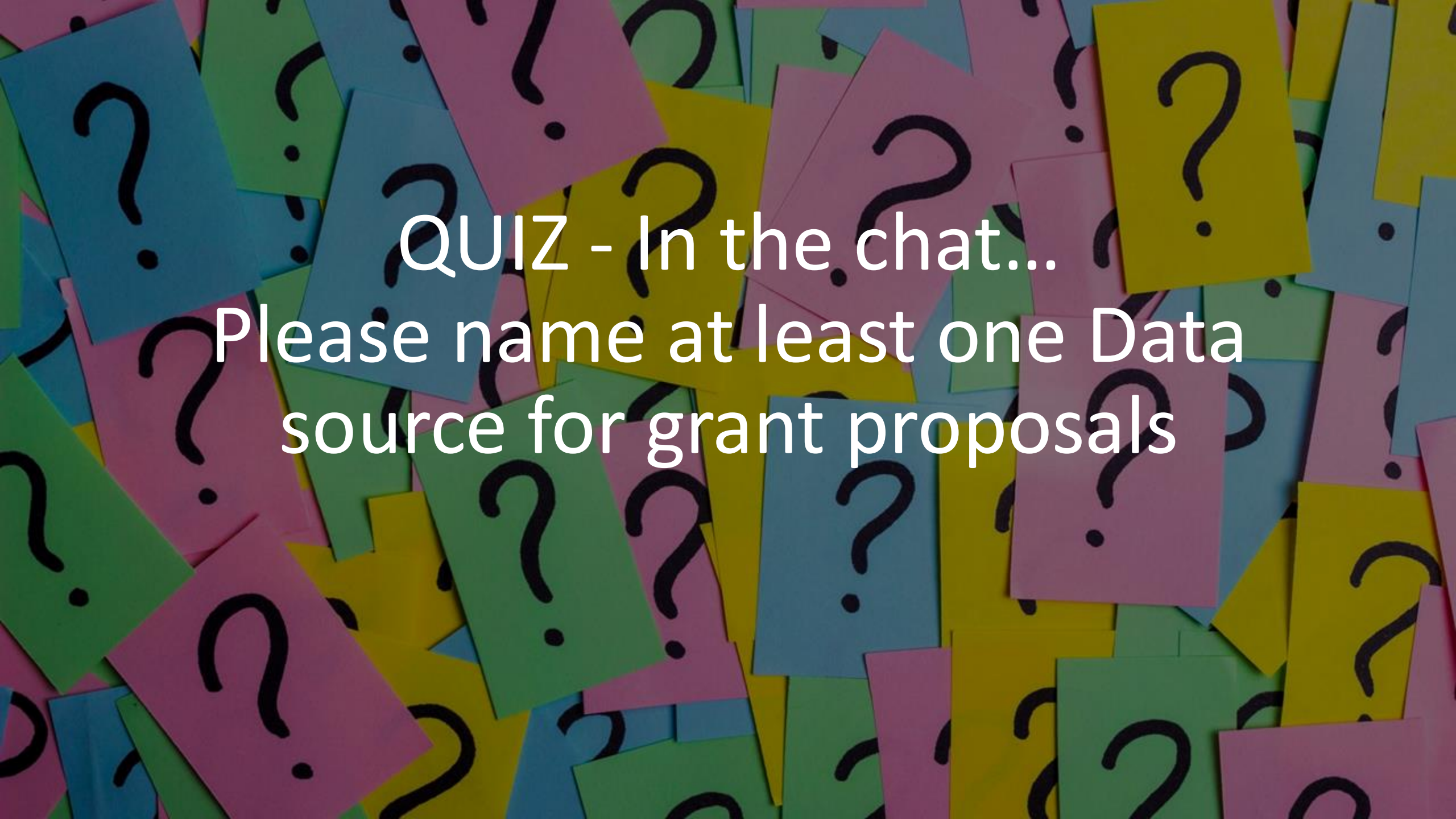
Target Population

Who are you serving, helping?

STATEMENT OF NEED

Identify and document the "need statement“

- Research the issue: SUD/OUD/AUD
- Find appropriate statistics to support your case.
- CITE your Sources!


QUIZ - In the chat…
Please name at least one Data source for grant proposals

Program Description – (Scope of Work)

01

DESCRIBE YOUR ORGANIZATIONS QUALIFICATIONS

02

DESCRIBE YOUR PROJECT IN DETAIL

-BE INNOVATIVE

-LEVERAGE WHAT YOU KNOW

-SMART GOALS/OBJECTIVES

03

CREATE A TIMELINE/CHART

-IDENTIFY KEY PLAYERS

-WHO WILL DO WHAT AND WHEN

Organization Qualifications

Why should the funder choose your organization?

Innovate to Elevate

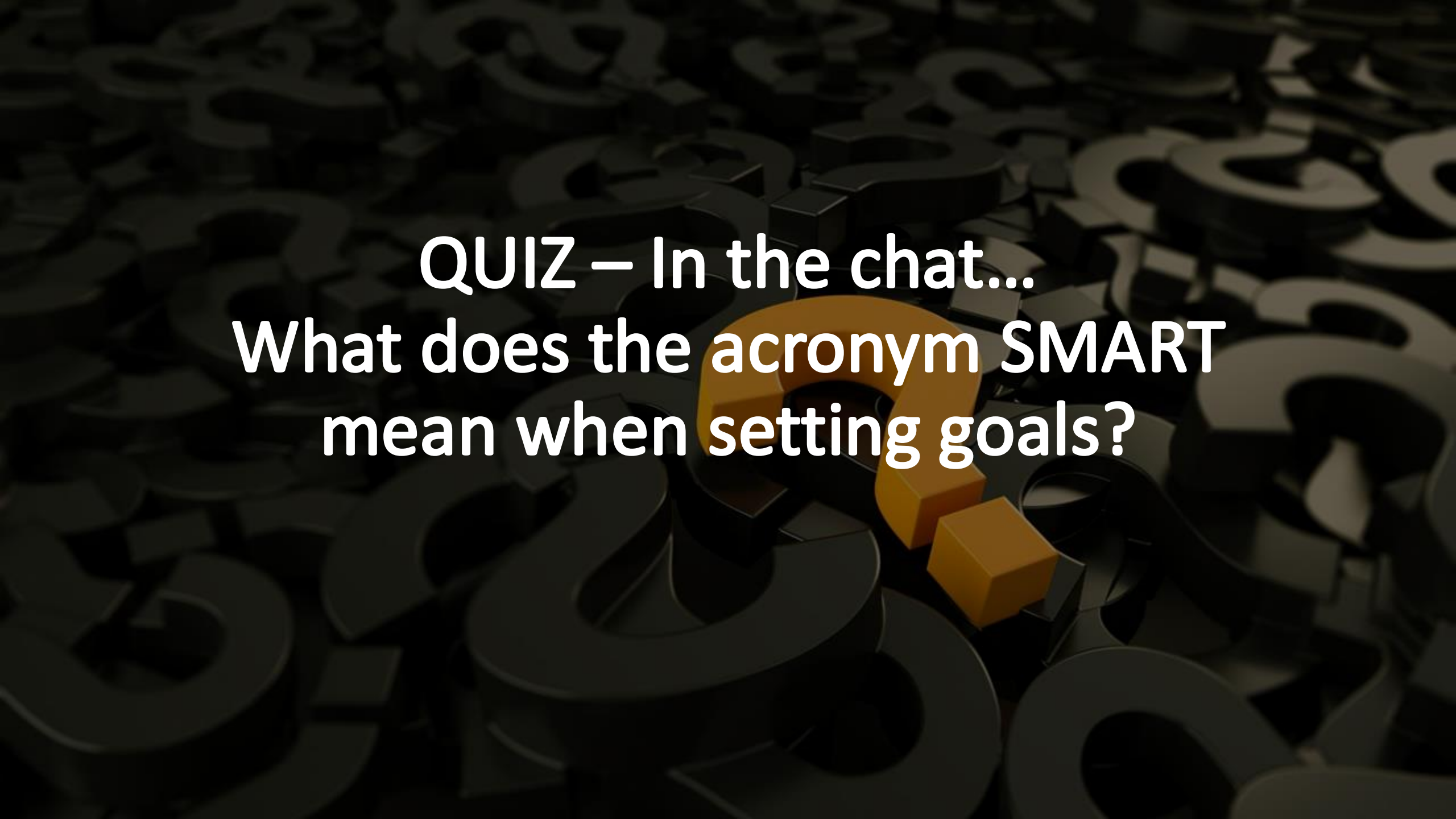
- Innovative ideas attract funders' interest
- Strategic goals should be forward-thinking
- Use Examples of innovative projects that succeeded

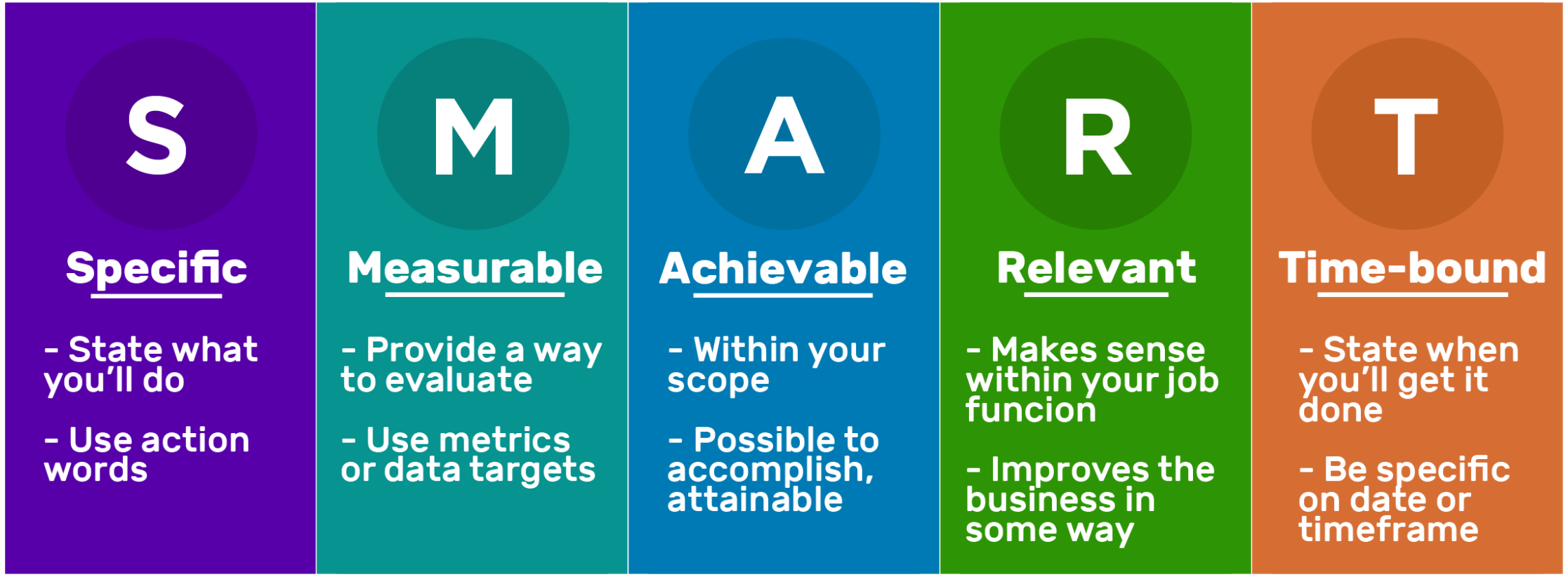
Leverage Your Success

SHOWCASE RELEVANT EXPERIENCE

PAST PROJECTS CAN INFORM NEW PROPOSALS

CONNECT EXISTING SUCCESSES TO NEW IDEAS


QUIZ – In the chat…
What does the acronym SMART mean when setting goals?


S
Specific
- State what you'll do
- Use action words
M
Measurable
- Provide a way to evaluate
- Use metrics or data targets
A
Achievable
- Within your scope
- Possible to accomplish, attainable
R
Relevant
- Makes sense within your job funcion
- Improves the business in some way
T
Time-bound
- State when you'll get it done
- Be specific on date or timeframe

Establish the purpose of the project (Example of Project Goal)

1. To increase the number of peers who find meaningful employment upon returning to the community after being incarcerated by developing an employment services program in Lane County.

Examples of SMART Project Objectives:

- ✓ Assist minimum of 20 peers with resume writing, interview assistance, and job placement.
- ✓ Track progress for minimum of 20 peers from initial contact with RCO, throughout the project period (12 months)
- ✓ Collect progress data at three points: First encounter, 6 months, and 12 months.

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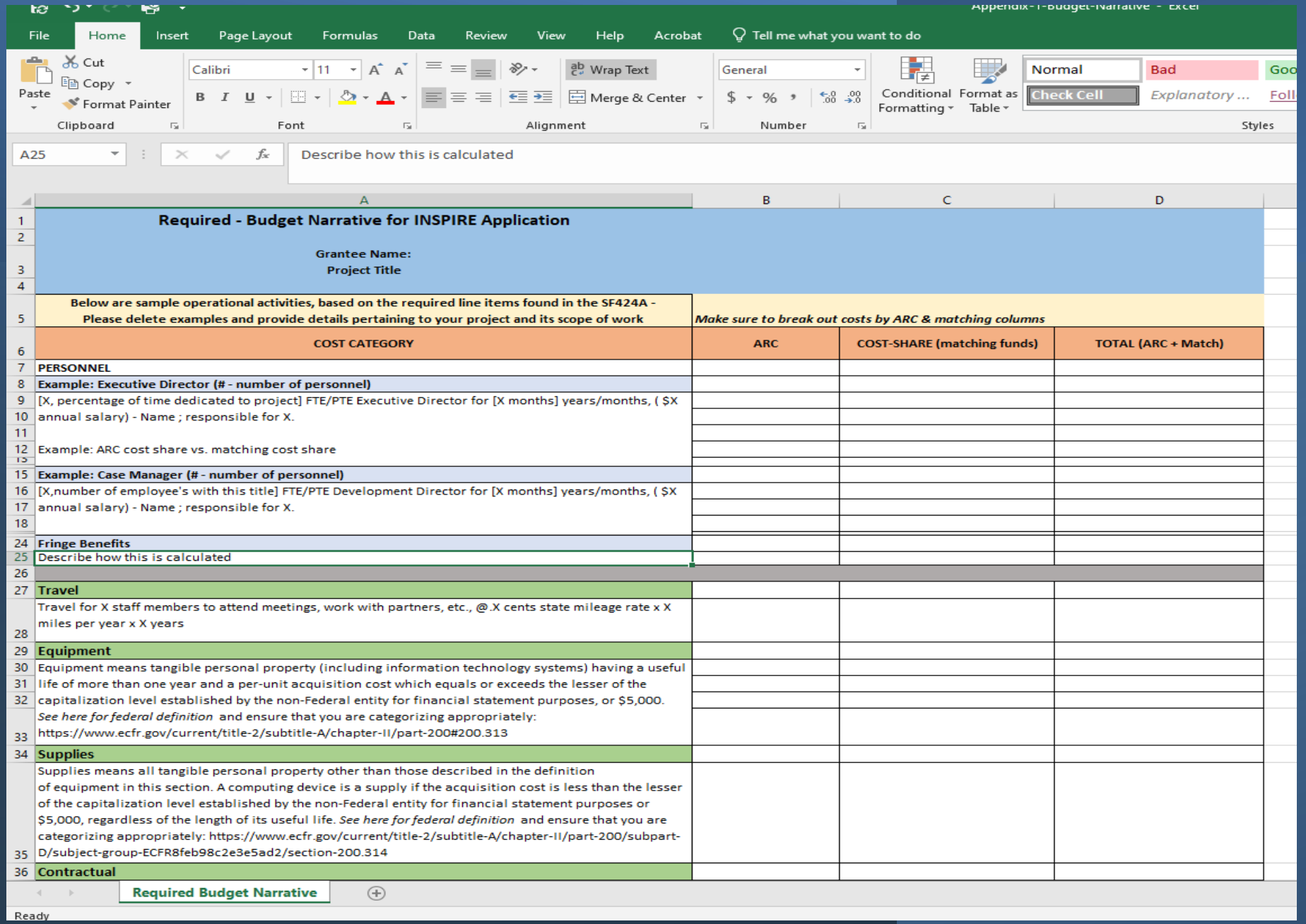
WHO ARE THE KEY PLAYERS?

- Key Personnel
  - (Bios, Level of Effort required)
- Partnerships and Letters of Commitment/Support
  - (Drug Court, DFCS, etc.)
- Contractors
  - Save Lives Oregon, Oregon Health Authority, Training Provider
- Data Collection
  - PhD, Grad Student

Key Activity Timeline

Key Activities	Details	Dates	Responsible Staff
Key Activities Year 1			
1. Staffing	Hire and train ED and NICU Peer Recovery Coaches	5/31/21-8/31/21 (3 Months)	Project Director
2. Lumpkin County ED Program	a. A minimum of twenty-two peers will be invited to participate in the BCOR program.	8/1/21 – Ongoing (33 Months)	Peer Coach
	b. GPRA surveys and other data collection tools will be used to track peer progress.	2/1/22 – 3/31/22 (2 Months)	Project Coordinator
	c. Sustainability: Recovery coach will support, coach, and advocate for peer throughout BCOR grant. Peers will become connected to supports and resources in local community.	2/1/221 - 5/30/22 (4 Months)	Peer Coach Project Coordinator
3. Hall County NICU FTC Program	a. Minimum of five pregnant peers will be invited to participate in the BCOR program.	6/1/21 – Ongoing (36 Months)	Peer Coach
	b. Formal referral process and release of information forms will be developed with family treatment court.	6/1/21-9/30/21 (4 Months)	Project Director
	c. GPRA surveys and other data collection tools will be used to track peer progress.	2/1/22 – 3/31/22 (2 Months)	Project Coordinator
	d. Sustainability: Recovery coach will support, coach, and advocate for peer throughout BCOR grant. Recovery coaches will implement Plans of Safe Care with pregnant mothers (peers). Peers will become connected to supports and resources in local community.	2/1/22 - 5/30/22 (4 Months)	Peer Coach Project Coordinator
4. Hall County NICU DFCS Program	a. Minimum of five pregnant peers will be invited to participate in the BCOR program.	6/1/21 – Ongoing (36 Months)	Peer Coach
	b. Formal referral process and release of information forms will be developed with DFCS. Plans of Safe Care will be agreed upon.	6/1/21-9/30/21 (4 Months)	Project Director
	c. GPRA surveys and other data collection tools will be used to track peer progress.	2/1/22 – 3/31/22 (2 Months)	Project Coordinator
	d. Sustainability: Recovery coach will support, coach, and advocate for peer throughout BCOR grant. Peers will become connected to supports and resources in local community. Recovery coaches will work with mothers to adhere to Plans of Safe Care. Participating peers, GCSA and DFCS will coordinate with mother on how to maintain recovery upon opening of a DFCS case.	2/1/22 - 5/30/22 (4 Months)	Peer Coach Project Coordinator Training Director
5. Hall County DFCS Training	a. Engage DFCS personnel and collect data regarding stigma and substance use disorder.	5/31/21-9/30/21 (4 Months)	Project Coordinator
	b. Develop Recovery Focused training based on feedback from DFCS personnel.	10/1/21-12/31/21 (2 Months)	Project Director
	c. Provide training to DFCS staff and partners, including collecting GPRA data (Post Event Surveys and 30 day follow ups).	1/1/22-5/30/22 (6 Months)	Project Coordinator

Budget Narrative



Appendix-1-Budget-Narrative - Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View | Help | Acrobat | Tell me what you want to do

Cut | Copy | Format Painter | Paste | Clipboard | Calibri | 11 | Font | Wrap Text | Merge & Center | Alignment | General | Number | Conditional Formatting | Format as Table | Normal | Bad | Check Cell | Explanatory ... | Styles

A25 | Describe how this is calculated

	A	B	C	D
1	**Required - Budget Narrative for INSPIRE Application**			
2				
3	**Grantee Name:** **Project Title**			
4				
5	**Below are sample operational activities, based on the required line items found in the SF424A - Please delete examples and provide details pertaining to your project and its scope of work**	***Make sure to break out costs by ARC & matching columns***		
6	**COST CATEGORY**	**ARC**	**COST-SHARE (matching funds)**	**TOTAL (ARC + Match)**
7	**PERSONNEL**			
8	**Example: Executive Director (# - number of personnel)**			
9	[X, percentage of time dedicated to project] FTE/PTE Executive Director for [X months] years/months, ($X			
10	annual salary) - Name ; responsible for X.			
11				
12	Example: ARC cost share vs. matching cost share			
15	**Example: Case Manager (# - number of personnel)**			
16	[X,number of employee's with this title] FTE/PTE Development Director for [X months] years/months, ($X			
17	annual salary) - Name ; responsible for X.			
18				
24	**Fringe Benefits**			
25	Describe how this is calculated			
26				
27	**Travel**			
28	Travel for X staff members to attend meetings, work with partners, etc., @.X cents state mileage rate x X miles per year x X years			
29	**Equipment**			
30	Equipment means tangible personal property (including information technology systems) having a useful			
31	life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the			
32	capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.			
33	*See here for federal definition* and ensure that you are categorizing appropriately: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200#200.313			
34	**Supplies**			
35	Supplies means all tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. *See here for federal definition* and ensure that you are categorizing appropriately: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.314			
36	**Contractual**			

Required Budget Narrative

Ready

Budget Worksheet Example

Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.				
Name/Position		Computation		Cost
Project Director	Month salary of $XXX x 12 x 100% time to project			$
Asst. Executive Director	Month salary of $XXX x 12 months x 10% time to project			$
Executive Director	Month salary of $XXX x 12 months x 10% time to project			$
HR Manager	Month salary of $XXX x 12 months x 15% to project			$
Director of Technical Assistance	Month salary of $XXX x 12 months x 10% to project			$
Part time Coordinator – TBD	Month salary of $XXX x 12 months x 20% to project			$
			SUB-TOTAL	$

Travel Budget Example:

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.				
Purpose of Travel	Location	Item	Computation	Cost
Project Coord. Planning meetings	16 locations statewide	mileage per GA State Rate	3,928 RT miles x .70 per mile x 2 trips each	$5,499.20
Project Coord. Planning meetings	4 locations statewide	lodging for mileage more than 150 RT	$164 per night x 4 nights x 2 trips each	$1,312.00
Project Coord. Planning meetings	4 locations statewide	meals for travel - lunch	4 x $25.00 per trip (per GSA Meals and Incidental Rate)	$100.00
Project Coord. Planning meetings	2 locations statewide	meals for travel - dinner, breakfast	2 x $20 Ave. meal per trip GA rate 2 trips + tip	$40.00
			TOTAL	$6,951.20

https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/mie-breakdowns

Budget Narrative Example:

Project Director – Sarah Deschutes 100% LOE. Sarah Deschutes currently coordinates employment services and helps to provide support to volunteers at the organization. Ms. Deschutes is a Certified Peer Specialist – Addictive Diseases (CPS-AD).

As Project Director, Ms. Deschutes will work with peers returning to the community after incarceration. Ms. Deschutes role will be to actively seek out and establish rapport with employers. Ms. Deschutes will assist peers from the first encounter at the organization, in the resume preparation and interview process.

Ms. Deschutes will be responsible for helping each peer in this project find meaningful employment. Ms. Deschutes monthly salary including fringe is $65,000 and she will devote 100% FTE to this project making his total compensation for the 12-month period of the grant $65,000

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INDIRECT/OTHER DIRECT COSTS

What are indirect costs de minimis?

For purposes of the 10% de minimis rate, indirect costs are those costs incurred for a common purpose that are too time-consuming/costly to allocate to a specific cost objective. Examples of indirect costs include office space rental, utilities, and clerical and managerial staff salaries.

Using a local University for Data Evaluation

Contact

Contact Research Offices:

- University research offices or grant offices can connect you with faculty or departments that specialize in data evaluation.

Explore

Explore Relevant Departments:

- Look for departments with strong expertise in data analysis, statistics, or evaluation research.

Leverage

Leverage University Websites:

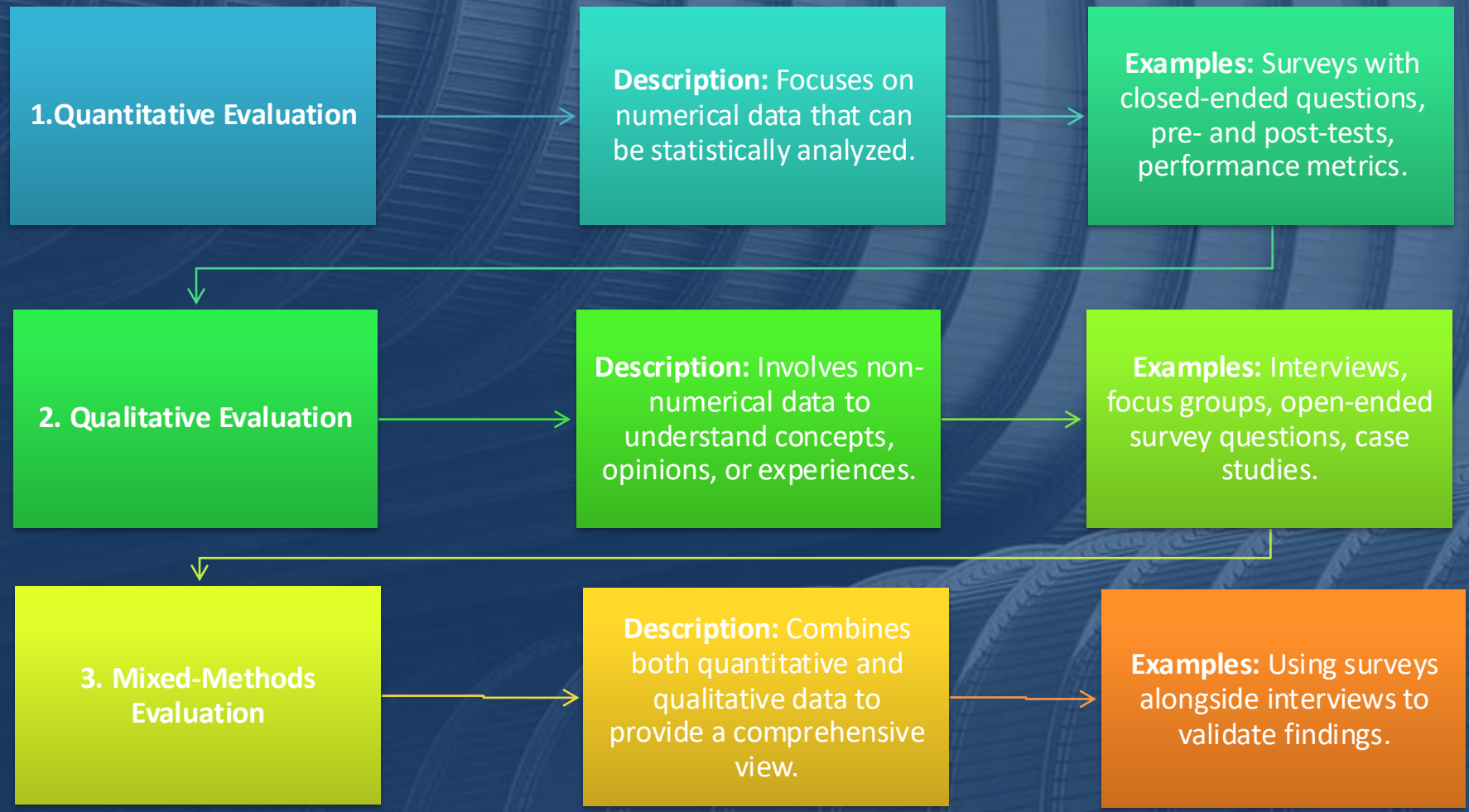
- Check the websites of Oregon universities, especially those with research or grant writing resources.

Network

Network with Colleagues:

- If you have colleagues in Oregon who have experience with grant proposals.

Data/Program Evaluation - EXAMPLES



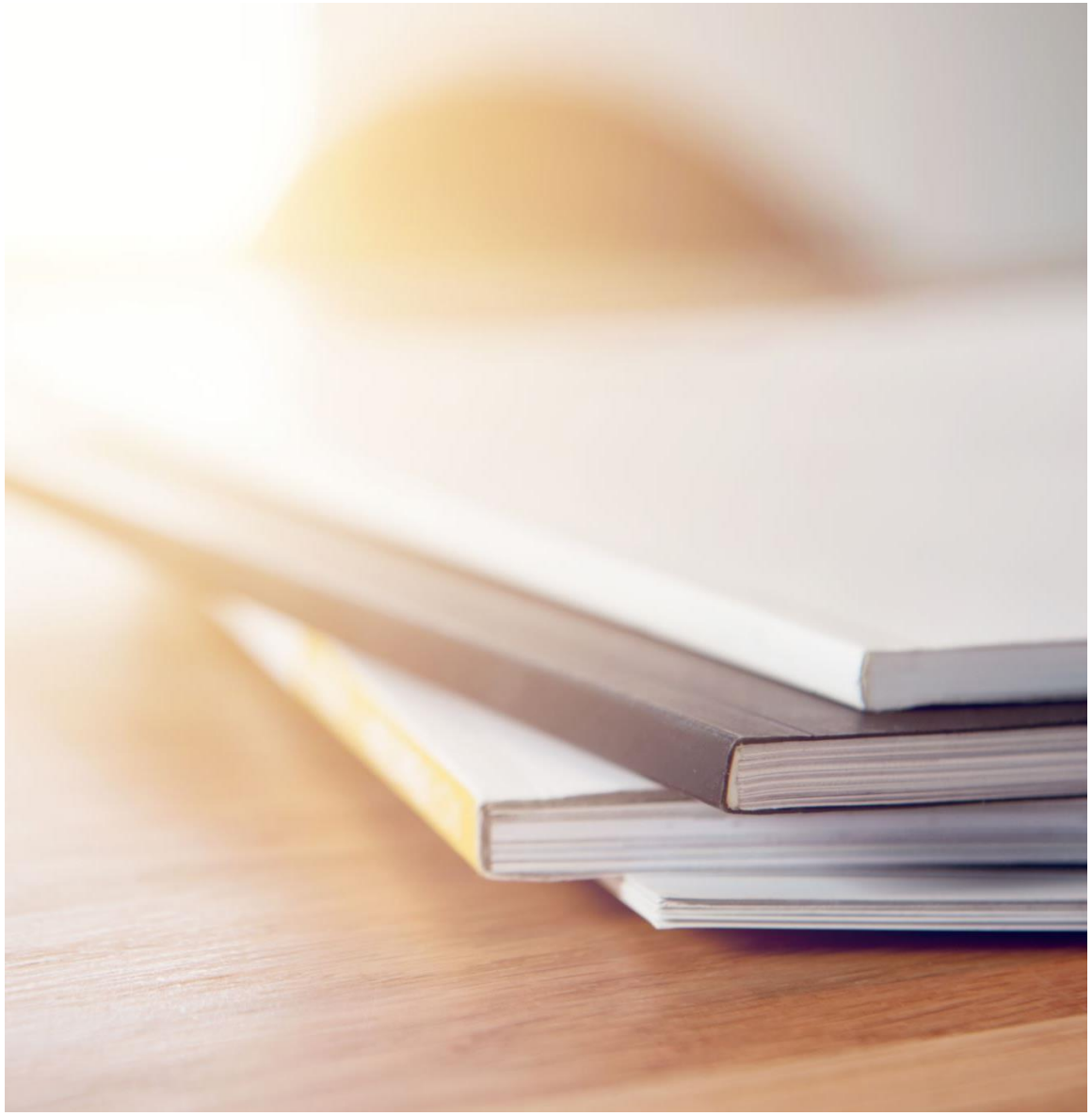
Data Management/Analysis Tools

Computer software specifically designed for qualitative data analysis. Helps researchers organize, analyze, and find insights in unstructured data like interviews, surveys, social media, and web content.

NVivo

Atlas.ti

Stata



Project Abstract (Executive Summary)

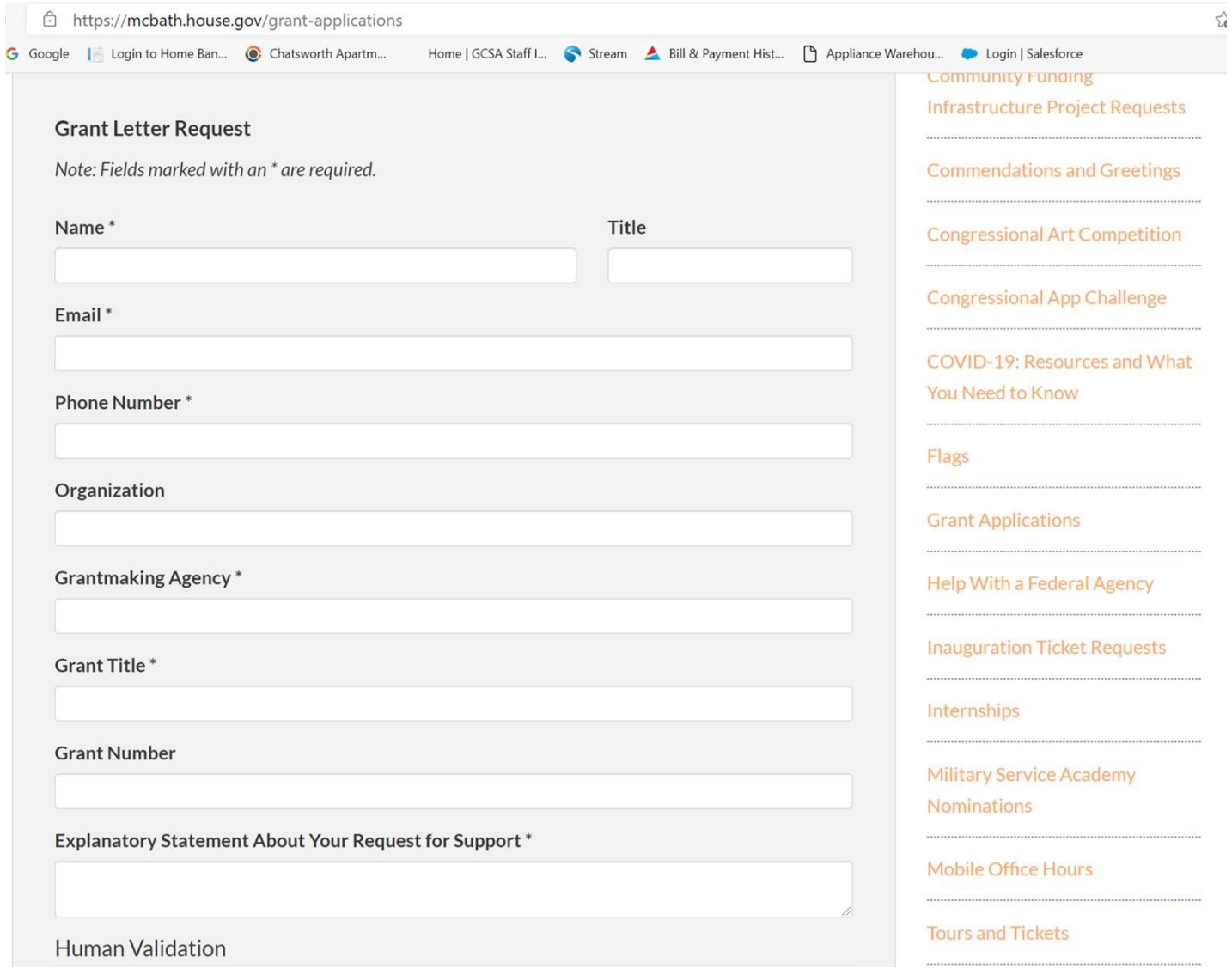
- Concise summary of project. No longer than one page.

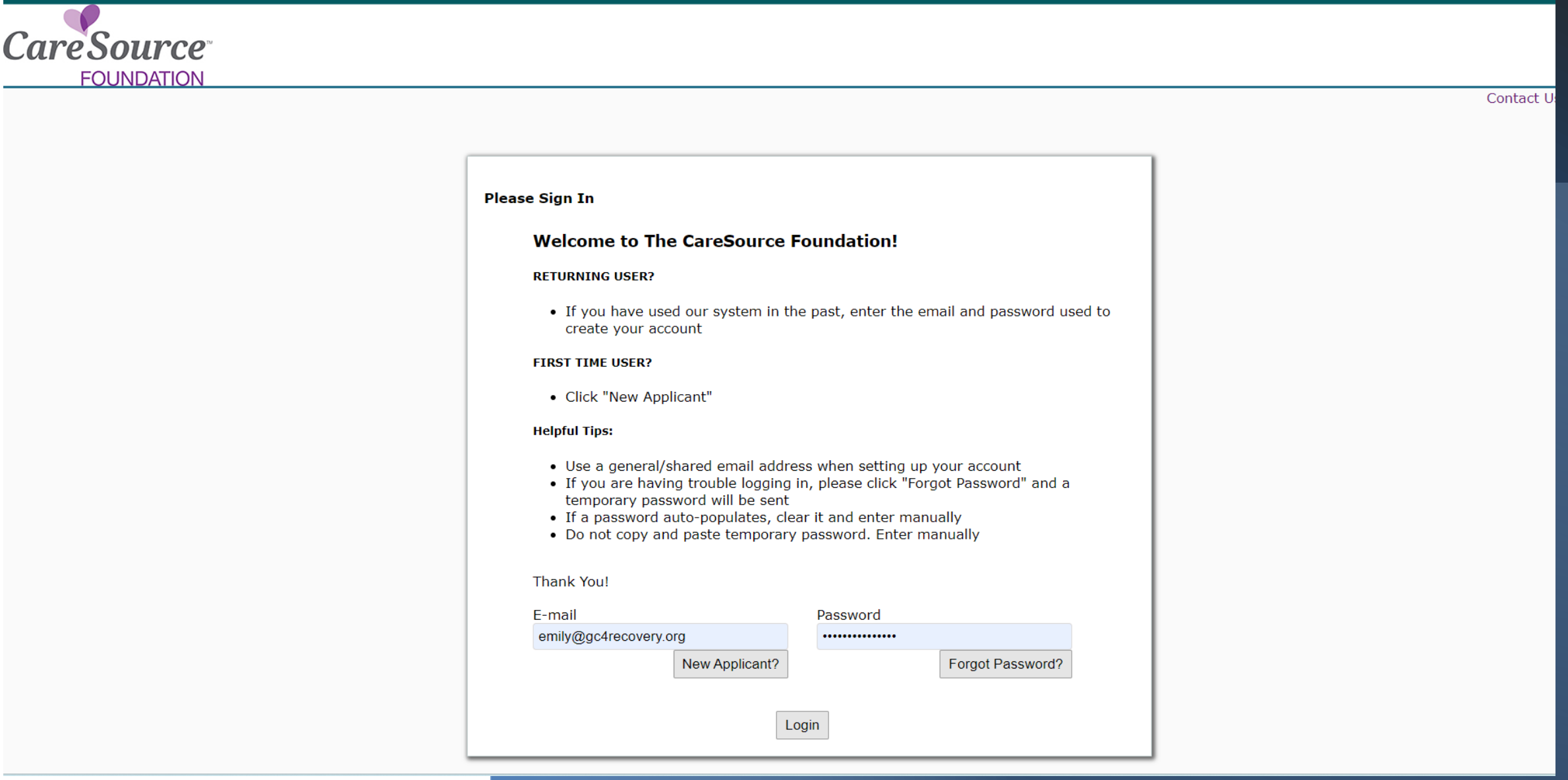
- **LAST Page written. FIRST to be seen and read.**

Appendices (Examples)

- Letters of Commitment
- Signed consent letter from board chair
- Letter to the State SSA
- Data Evaluation Plan
- Sample Consent Forms
- Matching funds letter

GRANT APPLICATION PORTAL EXAMPLE




CareSource
FOUNDATION
Contact U
Please Sign In
Welcome to The CareSource Foundation!
RETURNING USER?
If you have used our system in the past, enter the email and password used to create your account
FIRST TIME USER?
Click "New Applicant"
Helpful Tips:
Use a general/shared email address when setting up your account
If you are having trouble logging in, please click "Forgot Password" and a temporary password will be sent
If a password auto-populates, clear it and enter manually
Do not copy and paste temporary password. Enter manually
Thank You!
E-mail
emily@gc4recovery.org
Password
New Applicant?
Forgot Password?
Login

If you are an awardee looking for approved projects, click here.

Projects

Projects

All

Application Number	Application Name	County	Application Status	Submitted Date	Created On	Budget Amount
GOCAT-000414	GA Recovers Mobile Awareness Recovery Campaign (MARC)	Rockdale	Approved	5/16/2024 6:12 PM	5/9/2024 3:26 PM	$250,621.01

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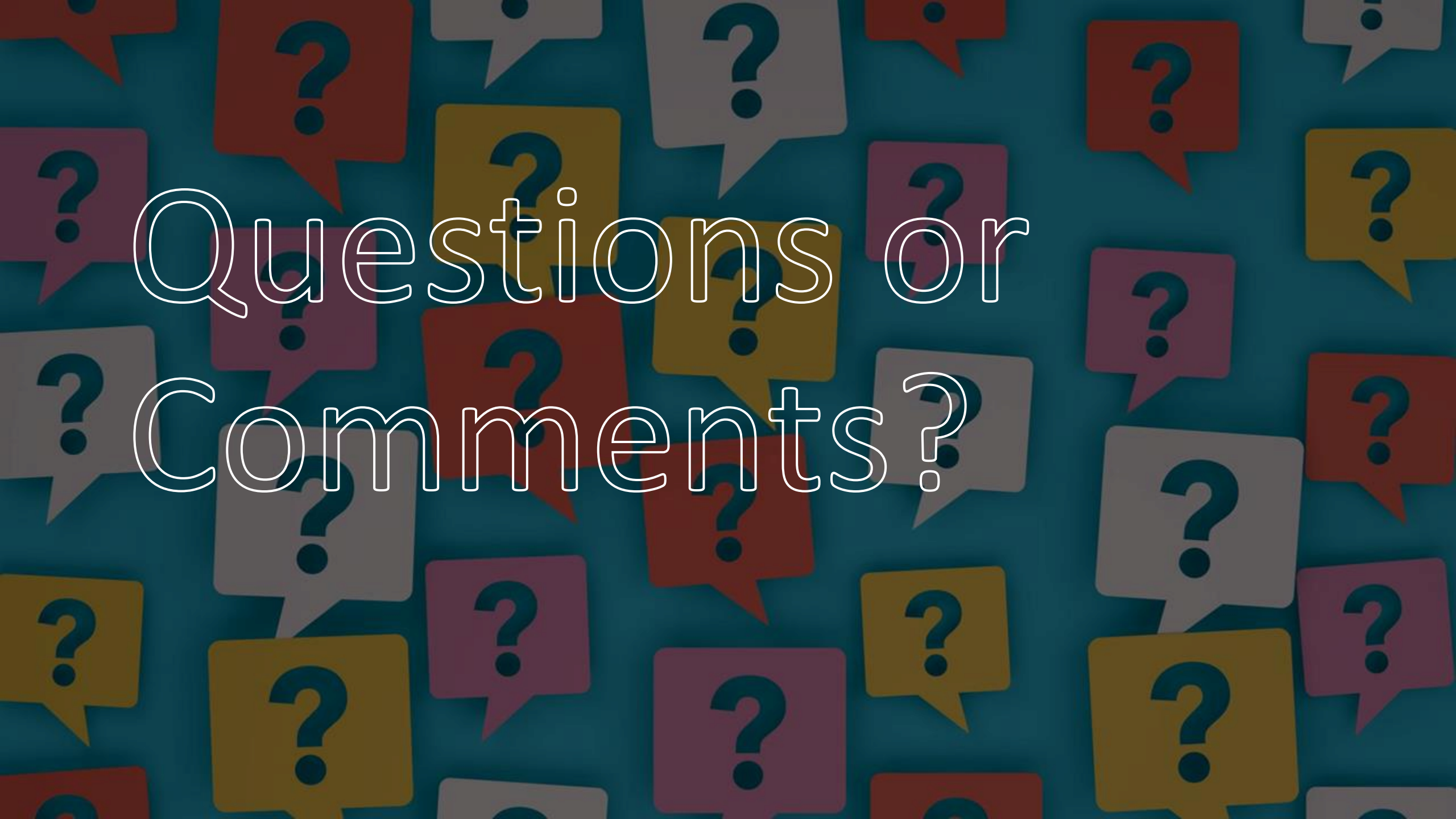
Payoff
Our “Reward”

ADDICTION
RECOVERY


Questions or Comments?

THANK YOU!

Emily@gc4recovery.org

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