Grants 101

A/K/A

The Inside Scoop: Solicitation to Closeout

Tanya Dickinson
Grants Management Branch
Justice and Public Safety Cabinet
All grant funds are becoming more competitive.

Grantsmanship = Salesmanship -- why should I buy your proposal instead of the other good ones? And, there are always LOTS of good ones.

Don't just chase $; can you link the proposed project to your strategic plan? If not, you should re-examine pursuit. However, there are other, less tangible, yet no less valid, reasons such as political priorities of administration or others, brownie points with funders, etc.

Get necessary buy-in from participants and constituents up front. If funds are awarded, you will be signing a contract.

Make your application interesting -- can you imagine reading 100 of these applications? If your directions and page limits allow, use graphics, diagrams, attachments, but be judicious.

Take advantage of all the tools given to you -- literature references, vendor conferences, contact people, etc.

FOLLOW THE INSTRUCTIONS!

If the RFP gives you headings, use them.

Check your spelling!

Provide calculation methods for all costs

Check your math!

Get final product a hard edit, don’t accept, “yeah, looks good”; it’s not good for your grant.

Save ALL of your final product – you’ll be amazed how much is re-usable for the next grant!

Finally, the good news is you got the grant, the bad news is you got the grant.

Deep Thoughts . . . about Grants . . .
Grants Process Overview

Program Announcement Issued by Grantor
- Describes application and program purpose and requirements.
- Describes type of grant funds (e.g., formula, block, discretionary, competitive/non-competitive) available.
- Posted in Federal Register, Catalog of Federal Domestic Assistance, agency/foundation/corporate website, other websites, newsletters, and listserves.
- Known by various names: RFP (Request for Proposals), NOFA (Notice of Funding Availability), SGA (Solicitation for Grant Applications); etc.

Organization Application Decision
- Meet eligibility requirements
- Required match funds available
- Sufficient time to complete application
- Conforms to agency mission, strategic plan, grants plan, capabilities, political realities
- ROI (Return on Investment) is positive -- the benefit to the organization is sufficient to justify the amount of work required to apply and administer the program

Organization Application Preparation and Submission
- Research
- Program Development
- Budget Development
- Identification and Incorporation of Collaborative Partners (as appropriate)
- Document Preparation and Distribution

Initiate Subgrant Processes
- Determine Total Funds Available to Subgrant
- Determine Final Eligibility Criteria and Application Procedures (initially determined at application preparation or before)
- Final Application Preparation (basic format determined at application preparation or before)
- Announcement of Funding Availability
- Distribution of Applications
- Receipt of Completed Applications
- Grants Review and Scoring Process
- Final Funding Recommendations and Decisions
- Award and Rejection Notification
- Subgrantee Oversight (program and financial compliance reviews, reporting, etc.)

Direct Performance/Service Delivery

Grantor’s Review Process and Award Decision

YES

OR

Program Start-Up and Operation

YES

NO

NO
MANY TYPES OF GRANTS/APPLICATIONS:

- Earmarks
- Discretionary
- Block/Formula
- Competitive
- Cooperative Agreement
- Pass-Through
- Concept Proposal
How to Find
Funding Resources
Look in expected & unexpected places . . .

- All Federal funding resources are announced at:
  - [http://www.grants.gov](http://www.grants.gov) (all federal grants are to be on-line by 2005)
  - Agency websites list funding opportunities

- LOTS of alternative sources on-line:
  - Google “grants”, and you get almost 89 MILLION items!!!!
  - [http://www.tgci.com](http://www.tgci.com)
  - [http://www.fdncenter.org](http://www.fdncenter.org)

- Sign Up for ListServes/ Email Notification Services

- Contact relevant:
  - State agencies
  - Professional associations
  - Foundations
  - Friends
  - Trade organizations
  - Professional grant writers
  - Chambers of Commerce
  - Any relevant constituent body
Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check Government Benefits, Student Loans and Small Business Start-up Loans.

What’s New at Grants.gov

New Opportunities This Week

- New Self-Service iPortal - Get help 24 hours a day
- View the latest Grants.gov Stakeholder Webcast information
- Verify if your Adobe Reader version is compatible with Grants.gov
**Foundation Finder**

Search criteria: (State: KY)

622 matching documents retrieved (25 displayed)

<table>
<thead>
<tr>
<th>FOUNDATION NAME</th>
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<tr>
<td>21st Century Parks, Inc.</td>
<td>KY</td>
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<tr>
<td>3108 Foundation, Inc.</td>
<td>KY</td>
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<tr>
<td>A-Peeling Charitable Foundation, Inc.</td>
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<td>AAEP Foundation, Inc.</td>
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<td>Abercrombie Foundation, The</td>
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<td>Adair Family Charitable Foundation, Inc.</td>
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<td>KY</td>
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<td>Anderson Foundation, Inc.</td>
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<tr>
<td>Appalachian College Association</td>
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<td>Appalachian Foothills Housing Agency, Inc.</td>
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<td>Appalachian Ministries Educational Resource Center, Inc.</td>
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<td>Arthroplasty Foundation, Inc.</td>
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<tr>
<td>Ashland Inc. Corporate Giving Program</td>
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</tbody>
</table>
Grantsmanship

It's more than grant seeking and proposal writing: It's about those you help every day. And what they need. We ask the tough questions that will help you to create programs that get funded, stay funded and are aligned with your mission. For more than 35 years, we've trained more than 110,000 nonprofit leaders on the front lines, committed to making a difference in their communities. We welcome you to join us.

Grantmanship Training Program

The Grantmanship Training Program was the first grants training ever offered. Designed for both the novice and the experienced grantseeker, this intensive 5-day workshop combines expert instruction with practical exercises to take you step-by-step through all the stages of planning programs, locating funding sources, and writing grant proposals. Participants' current needs and programs are the basis of all class research and proposal writing exercises. Graduates of this workshop also receive a full year of membership services, which include access to online funding databases, discounts on publications, a proposal review by your trainer, and more.

About Us | Site Map | RSS | Privacy Policy | info@tgci.com | © 1992-2007 The Grantsmanship Center
New Funding Opportunities

USDOJ FY 2008 Office of Violence Against Women

Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program Grant

http://www.grants.gov/search/search.do?&mode=VIEW&flag2006=true&oppid=16612


OVERVIEW: The Enhanced Training and Services to End Violence Against and Abuse of Women Later in Life Program will fund projects that will implement a comprehensive approach to addressing elder abuse in their communities. This comprehensive approach will encompass providing training to criminal justice professionals, governmental agencies and victim assistants to enhance their ability to address elder abuse, neglect and exploitation in their communities; providing cross training opportunities to professionals working with older victims; developing or enhancing a community coordinated responses to elder abuse; and providing or enhancing services for victims who are 50 years of age or older (hereinafter “older victims” or “elder victims”).

ELIGIBLE APPLICANTS: Public and state controlled institutions of higher education, nonprofits, state, county, city, township, and special district governments or Native American tribal organizations (other than federally recognized tribal governments).

AWARD INFORMATION: Award ceiling is $500,000.

CONTACT: Janice Green, Grant Program Specialist at OVW.Elder@usdoj.gov

USDOJ Office of Violence Against Women

Grants to Indian Tribal Governments Program Grant

http://www.grants.gov/search/search.do?&mode=VIEW&flag2006=true&oppid=16610

DEADLINE: February 8, 2008.

OVERVIEW: The Grants to Indian Tribal Governments Program (Tribal Governments Program) was created in Title IX of the Violence Against Women Act of 2005. The Tribal Governments Program is designed to fulfill the three goals of Title IX: (1) to decrease the number of violent crimes committed against Indian women; (2) to help Indian tribes use their independent authority to respond to crimes of domestic violence, dating violence, sexual assault and stalking committed against Indian women; and (3) to make sure that individuals who commit violent crimes against Indian women are held responsible for their actions.

ELIGIBLE APPLICANTS: Native American tribal governments (federally recognized).

AWARD INFORMATION: The award ceiling is $900,000.

CONTACT: Kimberly Woodard at (202) 307-6026 or OVW.VAIW@usdoj.gov

OVW FY 2008 Transitional Housing Assistance Grants For Victims of Domestic Violence, Dating Violence, Stalking, or Sexual Assault
If you go to www.kentucky.gov and search on “grants,” you’ll receive over 10,000 hits . . . again, the trick is narrowing the search.

Sign up for press release/publication notices in your area(s) of interest.
Commonwealth News Center

The Commonwealth News Center (CNC) is your source for the latest news released from the Commonwealth of Kentucky. You can browse the most recent releases below or search for additional news by agency or topic. To subscribe for free, click here or if you are already registered with Kentucky.gov, click here to add a News Center Subscription.

Recent Headlines

1. **Studio Potter Matthew Gaddie to Create Vessels on the Wheel at Kentucky Artisan Center**
   - **Monday, July 07, 2008**
   - On Saturday, July 12, Matthew Gaddie of Bardstown will create pottery on the wheel from 10:30 a.m. - 3:30 p.m. at the Kentucky Artisan Center at Berea.

2. **Regional Woodcarvers Demonstrate at Kentucky Artisan Center**
   - **Monday, July 07, 2008**
   - On Friday, July 11, three members of the Berea Welcome Center Carvers will demonstrate woodcarving from 10:00 - 3:00 at the Kentucky Artisan Center at Berea. All three of these woodcarvers create in-the-round figures which are whimsical and imaginative from a variety of woods. Some carvers use Cedar for the beauty in its color and the wonderful natural odor that emanates from the wood.

3. **Robert Howerton Promoted to Warden at Blackburn Correctional Complex**
   - **Monday, July 07, 2008**
   - Frankfort, Ky. (July 3, 2008) – Kentucky Department of Corrections Deputy Commissioner Al Partee today announced the promotion of Robert Howerton to warden of Blackburn Correctional Complex in Lexington. He begins his new job on July 16.

4. **Governor Beshear Appoints Members to University Governing Boards**
   - **Thursday, July 03, 2008**
   - Governor Beshear today announced his appointments to the University Governing Boards at each of the state’s public postsecondary education institutions. The governor also announced his appointments to the Kentucky Community and Technical College System board of regents.

5. **Governor Beshear Reorganizes Kentucky Horse Racing Authority, Names New Members**
   - **Thursday, July 03, 2008**
   - Governor Steve Beshear today signed an Executive Order reorganizing and renaming the Kentucky Horse Racing Authority to become the Kentucky Horse Racing Commission.

6. **Governor Beshear Names Communications Director**
   - **Thursday, July 03, 2008**
   - Gov. Steve Beshear today named a longtime public relations professional to serve as his communications director, Jay Blanton, 46, is currently executive director of public relations and marketing for the University of Kentucky, a position he has held for nearly four years.
Commonwealth News Center Update

The following articles were found matching your subscription profile.

New Press Releases:

**Former Funeral Operator Taken Into Custody**
URL: [http://kentucky.gov/Newroom/doi/FuneralOperatorCustody.htm](http://kentucky.gov/Newroom/doi/FuneralOperatorCustody.htm)
Date: Wednesday, July 02, 2008
Issued By: Department of Insurance
Summary: Failed to make required restitution to victims, estates

**Meeting Notice**
URL: [http://kentucky.gov/Newroom/personnel/meetingnotice07022008.htm](http://kentucky.gov/Newroom/personnel/meetingnotice07022008.htm)
Date: Wednesday, July 02, 2008
Issued By: Personnel Cabinet
Summary: The Governor's Employee Advisory Council (GEAC) will meet Wednesday, July 2, 2008, at The Capitol Building office, Room 327, 700 Capital Avenue, Frankfort, KY 40601 at 1:00 p.m.

**Try "Golf by the Full Moon" at Carter Caves July 18**
URL: [http://kentucky.gov/Newroom/parks/nightgolfscramble.htm](http://kentucky.gov/Newroom/parks/nightgolfscramble.htm)
Date: Wednesday, July 02, 2008
Issued By: Department of Parks
Summary: Carter Caves State Resort Park will host an 18-hole 2-player "Golf by the Full Moon" scramble on Friday July 18, 2008.

**Attorney General Conway Announces Agreement with Wire Transfer Company**
URL: [http://kentucky.gov/Newroom/ag/wiretransferagreement.htm](http://kentucky.gov/Newroom/ag/wiretransferagreement.htm)
Date: Wednesday, July 02, 2008
Issued By: Office of the Attorney General
Summary: Will work with company to educate consumers about fraudulent telemarketers

**Attorney General Conway Announces Victims Advocate Grants**
URL: [http://kentucky.gov/Newroom/ag/victimsadvocategrants.htm](http://kentucky.gov/Newroom/ag/victimsadvocategrants.htm)
Date: Wednesday, July 02, 2008
Issued By: Office of the Attorney General
Summary: Attorney General Jack Conway announced that his Office of Victims Advocacy is accepting applications for its FY1 2009 Victim Advocate Grant Program.

**Trammell's Farm Market Presented with $100,000 Ceremonial Check**
URL: [http://kentucky.gov/Newroom/kypepolicy/080701_release_Trammellis.htm](http://kentucky.gov/Newroom/kypepolicy/080701_release_Trammellis.htm)
Date: Wednesday, July 02, 2008
Issued By: Governor's Office of Agricultural Policy
Summary: Event recognizes agricultural diversification investment in Daviess County

**The Kentucky Agricultural Development Board Presents $412,500 Ceremonial Check to Broadbent B & B Foods**
URL: [http://kentucky.gov/Newroom/kypepolicy/080701_release_Broadbent.htm](http://kentucky.gov/Newroom/kypepolicy/080701_release_Broadbent.htm)
Date: Wednesday, July 02, 2008
Issued By: Governor's Office of Agricultural Policy
Summary: Event recognizes Board's investment in Lyon County business
SELECTED KENTUCKY STATE AGENCY CONTACTS:

- Department for Local Government
  - DLG's telephone number is (502) 573-2382. You may also reach DLG's office toll-free at (800) 346-5606.
Office of the Governor
DEPARTMENT FOR LOCAL GOVERNMENT
COMMONWEALTH OF KENTUCKY

Overview

DNL has two offices that administer grant programs: The Office of Federal Grants under the direction of Lynn Travis Litrell and The Office of State Grants under the direction of Russell Salmon.

At A Glance

2010 Grants Guide Brochure is a PDF brochure that provides an overview of funding opportunities for the Office of Federal Grants and the Office of State Grants.

Here is a rundown of the grant programs and application deadline schedules for the Office of Federal Grants and the Office of State Grants:

OFFICE OF FEDERAL GRANTS

Appalachian Regional Commission -- Pre-applications are now being accepted for Fiscal Year 2011 funding.

Community Development Block Grant -- Pre-applications in all program areas will be accepted from May 1, 2010 to November 1, 2010. Full applications are accepted after approval of the pre-submission until the following dates:

CERF - May 1, 2010 - March 31, 2011
SELECTED KENTUCKY STATE AGENCY CONTACTS:

- **Kentucky Arts Council**
  - Phone: 502-564-3757
  - Toll-free: 888-833-2787
SPECIAL NOTICE

The Office of the Kentucky Arts Council is closed Friday, September 3, in observance of a statewide furlough day - a budget balancing measure. The Office will also be closed on Monday, September 6, in observance of Labor Day.

National Symphony Orchestra
AMERICAN RESIDENCIES
Kentucky Residency
Feb. 17-25, 2011

Christoph Eschenbach, Music Director
Hugh Wolff, Residency Conductor

Exciting news! Kentucky has been selected to host the National Symphony Orchestra’s 2011 American Residency. Between Feb. 17 and Feb. 25, 2011, the National Symphony Orchestra will perform major concerts in Louisville, Florence, Owensboro, Paducah, Lexington and Somerset. Additionally, members of the Orchestra will participate in more than 100 educational, outreach and performance activities throughout the Commonwealth.

The Kentucky Arts Council is partnering with the National Symphony Orchestra to coordinate the many activities available to community groups,
SELECTED KENTUCKY STATE AGENCY CONTACTS:

- Kentucky Office of Homeland Security
  - Phone - 502-564-2081
Grant Program

Each year Kentucky is called on to compete with other states and urban areas to receive federal homeland security funding. The state provides the U.S. Department of Homeland Security with a comprehensive document that entails how homeland security funds will be used in Kentucky.

Following a comprehensive review at the federal level that takes into consideration the elements of risk and the effectiveness of the state's programs, a specified reward is granted.

The commonwealth uses a competitive grant application for state and local agencies to submit proposals. When these proposals are presented, a team of peer reviewers from across the state reviews the grant application in accordance with the state’s homeland security strategy and enhancement plan. The results are then submitted to a KOHS Executive Review Panel. From there, the grants are presented to the State Homeland Security Working Group for a review and final award decisions.

Forms

- Request for Reimbursement Form [Excel - 57KB]
- EFT Form [PDF - 42KB]
- Legal Signature Authorization Form
- Single Audit Act of 1996 Final Form FY 08
- Grant Quarterly Report Form
  - FY10 Construction Requirements Updated [72KB]
  - FY10 Complete Local Application [260KB]
  - FY10 Grant Application Workshop FAQ [118KB]
  - KWEC Committee Public Safety Working Group PPT [239KB]
  - FY10 Application Workshop Power Point.ppt [11.6 mb]
  - FY-16 Application Workshops Handouts.pdf [6 mb]
  - City Sample Resolution for Application [38KB]
Accessing GMB Applications
Grants Management Branch

The Grants Management Branch (GMB) receives approximately $15-18 million on an annual basis from various federal grant programs to distribute to state and local criminal justice agencies and not-for-profit service providers. These funds are disbursed through grant programs such as the Edward Byrne Memorial Formula Grant, Justice Assistance Grants (JAG), Violence Against Women Act (VAWA), Victims of Crime Act (VOCA), and others. Each competitive grant program has its own objectives, allowable uses of funding, matching and eligibility requirements. The GMB also adheres to specific policy priorities as set forth by the Commonwealth of Kentucky.

Contact Grants Management

125 Holmes Street
Frankfort, KY 40601
Tel: (502) 564-3251
Fax: (850) 564-5244

Staff Directory

Tanya L. Dickinson - Branch Manager
Tanya.Dickinson@ky.gov

Lekita (Kita) Barnes, Accountant
Lekita.Barnes@ky.gov

Robin Finney, Program Internal Policy Analyst
Robin.Finney@ky.gov

Elnor Harris, Financial Internal Policy Analyst
Elnor.F.Harris@ky.gov

Donna Jones, Program Internal Policy Analyst
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Bobbie Malmer, Administrative Specialist
Bobbie.Malmer@ky.gov

Diane Tillay Marcus, Financial Internal Policy Analyst-Supervisor
Diane.Marcus@ky.gov

Subdirectory of Grant Programs

Justice Assistance Grants
Victims of Crime Act (VOCA)
Violence Against Women Act (VAWA)
Law Enforcement Service Fee (LEF)
Statistical Analysis Center (SAC)
Other GMB Managed Grants
VICTIMS OF CRIME ACT (VOCA)

Victims of Crime Act Formula Program (VOCA) grants may be used to provide funding to public agencies and not-for-profit organizations that offer direct services to victims of crime. Priority is given to projects that provide services to victims of child abuse, sexual assault, and domestic violence.

In addition to these priority categories, the VOCA program funds projects that serve other groups such as victims of burglary or theft, survivors of victims of homicide, victims of alcohol-related crime, elderly victims, and adult survivors of incest. Services to these groups focus on crisis intervention and assistance in obtaining benefits from compensation programs. State agencies, local units of government, and private not-for-profit organizations may apply for these funds.

VOCA STIMULUS APPLICATION

The American Recovery and Reinvestment Act (ARRA) Victims of Crime Act (VOCA) grant program solicitation closed 5:00 pm Eastern Time, July 24, 2009.

Applicants were notified of award decisions in November 2009 via U.S. Mail. The awards press release and recipients’ list may be accessed at the links below.

VOCA ARRA press release
VOCA ARRA awards list

2009 ANNUAL VOCA APPLICATION

The 2010 annual Victims of Crime Act program solicitation opened May 7, 2010. All applications must be submitted by June 18, 2010.

Please select the following link to proceed to the electronic grants management system: http://www.kyjusticegms.com/

2010 VOCA Application Press Release

Please select the following link for eligibility requirements and guidelines for VOCA programs:
VOCA 2010 GUIDELINES AND INSTRUCTIONS
VOCA ARRA Guidelines and Instructions
Please select the following links for quarterly program reporting instructions:
VOCA Reporting Instructions
Welcome to the Kentucky Justice and Public Safety Cabinet's Electronic Grants Management System. This system was designed to help both grant applicants and staff to more effectively organize and manage grant related information.

With close to 8,000 employees, the Kentucky Justice and Public Safety Cabinet (JPSC) is the second largest agency in state government.

It is the state entity responsible for criminal justice services which encompass law enforcement and training; prevention-education and treatment involving substance abuse; adult and juvenile incarceration; autopsies, death certifications and toxicology analyses; special investigations; paroling of eligible convicted felons; and long range planning and recommendations on statewide criminal justice reform issues.

As a national leader in criminal justice, the Justice and Public Safety Cabinet’s vision is to continuously improve public safety and the quality of life.

HELP:
For general assistance with this site, program related questions or help obtaining a username/password please call your grant administering agency listed below:

Please View our Gaining Access Training Video
Grants Management Branch, Office of the Secretary  (502) 564-3251
Office of Drug Control Policy, Office of the Secretary  (502) 564-9584
Department of Juvenile Justice  (502) 573-2739, Ext. 303 - Title II, (502) 573-2736, Ext. 469 - JABG
Department of Corrections  (502) 429-7725 - Title V
Kentucky State Police  (502) 695-5300
Kentucky Vehicle Enforcement  (502) 564-3276

Please click here to review the system requirements.
MY DOCUMENTS

Use the tree system below to view all your documents associated with a particular display filter. Selecting the ‘+’ will expand the view under each folder. Use the drop-down box to order your documents:
- Community Corrections Grant
- Drug Task Force Grant
- Justice Assistance Grant
- Title V
- Agency for Substance Abuse Policy Grant
- Law Enforcement Service Fee Grant
- Office of Drug Control Policy - JG

MY INFORMATION

- Name: Bobbie Malmers
- Title:
- Address: 123 Main Street
  Lexington, Kentucky 12345
- Phone Number: (959)555-3365
- Email Address: me@agatesoftware.com
- Username: bmalmer

View/Edit My Information

MY ORGANIZATIONS

- Name: Lexington Police Department
  Role: Agency Authorized Official
  Accounts: View

MY MESSAGES

Recent Unread System Messages

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View all system messages
Tips for Writing a Successful Proposal
Before You Begin . . .

- Review the Solicitation
  - Due Dates
  - Rules and Minimum Requirements
  - Additional Information Opportunities

- Assess the Opportunity for Your Organization

- Obtain Organizational Approval

- Assemble the Players

- Delegate the Tasks
Proposal Checklist and Scoring Criteria

- Many RFPs include a review document. Use it.
- Many RFPs specify how points will be awarded during the review/scoring process. These are an indication of the weight and value the funder places on the items – and, therefore, where the applicant should be dedicating effort.
- Review the RFP closely for themes stressed by the funder – the more closely you match the funder’s goals and needs, the more likely you are to receive funding.
Proposal Sections

- Project Overview
- Problem Statement
- Goals and Objectives
- Project Design/Methodology
- Organizational and Management Capabilities
- Budget and Narrative
- Appendices
Tips for Writing a Successful State Application to GMB
Staff and reviewers KNOW it’s a problem for you/your agency, but you have to tell us why it’s a problem that we should be dedicating scarce state and federal resources to, in lieu of someone else’s critical issue. In other words, PROVE IT with facts, not opinions. And, while you’re at it, you need to point out how solving your problem with a funding award will address the state’s priority funding areas described in the RFP.

➢ If your staff to population ratio is the smallest of any agency in your region, but you’re still delivering, give us the numbers. If your internal statistics reflect a 50% increase in the problem over last year, give us the numbers. And then, CITE your source (“U.S. Census, 2000”; “Sheriff’s Office Annual Report, 2005”).

Unless your problem is TOTALLY unique, you will be compared to other applicants in some way - the more facts and figures we know about you and your problem, the better assessment we can do - and the more likely it is that you will receive funding.
This is probably the section that applicants have the most trouble with. Note the word “measurable.”

We’re looking for quantifiable “measures.” Many applicants don’t include them, and are losing points and/or funding because of it. Note the tie to your Objectives – if you identify an objective, you MUST measure it. If your goal is to “provide the basis for domestic violence victims in crisis to attain permanent alternative housing,” and one of your objectives is to “move 20 shelter families toward housing independence per year,” you can provide a process evaluation with the number actually housed or progressed to transitional housing, and an outcome evaluation of their success (for instance, number of families succeeding in transitional housing for 6 months, number of families proceeding to permanent housing, etc.).
Honest -- we don't mind if you use "Who," "What," "When," "Where," and "How" as headings. They may be oversimplified, but it's really what we want to know.

Also, timetables should be easy to follow – if you are proposing to purchase 3 community bulletin boards, you may have only 3 items on your timetable – order, purchase, install, along with anticipated dates. If your proposal is more complicated, consider including a graphic table as a separate document attachment to make it easier to identify planned activities and relationships.
Really, we want the details and the justification – or we may disallow the item:

- 6 chairs × $200 = $1200
  Furnishings purchased will provide comfortable seating groups in private settings conducive to one-on-one counseling. Furniture will be obtained thru Wal-Get to take advantage of their not-for-profit matching grant program.

- 1 TV/DVD combo × $300 = $300
  Unit will be used for the purpose of showing instructional videos to teen vocational classes and children’s videos during play therapy sessions with clients ages 1–12.

And, these numbers should match up with what’s on the subsequent budget pages.

All proposed costs should be: complete, detailed, allowable, reasonable. And, they will be evaluated on cost effectiveness in relation to proposed activities.
### PERSONNEL

**Instructions**

- Required fields are marked with an *.
- Fields that do not allow data entry are automatically calculated, you will see the amount after you SAVE the page.
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Personnel sheets if necessary. After you have saved the second Personnel page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered. Choose the correct page from the dropdown list, click the "GO" button to the right to access the selected page.
- You may return to your application forms list by clicking the Office of the Secretary – GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.

<table>
<thead>
<tr>
<th>Name</th>
<th>Bobbie Malmer</th>
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<tbody>
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<td>Position</td>
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</tr>
<tr>
<td>Annual Salary</td>
<td></td>
</tr>
<tr>
<td>Percent on Project</td>
<td></td>
</tr>
<tr>
<td>Total Annual Salary</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>No. of Months on Project</td>
<td></td>
</tr>
<tr>
<td>Project Salary</td>
<td>$3,333.33</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>Flexible Spending or Health</td>
<td>Rate Per Month</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Retirement</td>
<td>%</td>
</tr>
<tr>
<td>Agency Retirement</td>
<td>%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>%</td>
</tr>
<tr>
<td>FICA</td>
<td></td>
</tr>
<tr>
<td>Unemployment Insurance (Total Annual Cost)</td>
<td></td>
</tr>
<tr>
<td>Other (Total Annual Cost)</td>
<td></td>
</tr>
<tr>
<td>Total Fringe</td>
<td>$801.83</td>
</tr>
<tr>
<td>Annual Grant Salary</td>
<td>$4,135</td>
</tr>
</tbody>
</table>
OVERTIME

Instructions

- If you are NOT applying for overtime DO NOT enter data on this page.
- Required fields are marked with an *.
- Fields that do not allow data entry are automatically calculated, you will see the amount after you SAVE the page.
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Overtime sheets if necessary.
- After you have SAVED the second Overtime page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered. Choose the correct page from the dropdown list, click the "GO" button to the right to access the selected page.
- You may return to your application forms list by clicking the Office of the Secretary – GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a dropdown list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.

Name

Position

Hourly or Average Hourly Rate

Overtime or Average Overtime Rate

Fringe Benefits:
- Employee Retirement
- Agency Retirement
- FICA
- Workers Compensation

Total Fringe Benefits

Total Overtime Rate for Project

Number of overtime hours to be worked
CONTRACTUAL SERVICES

Instructions
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Contractual Services sheets if necessary.
- After you have SAVED the second Contractual Services page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered. Choose the correct page from the dropdown list, click the \"GO\" button to the right to access the selected page.
- You may return to your application forms list by clicking the Office of the Secretary - GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.

INDIVIDUAL CONSULTANTS
- The rate is not to exceed $56.25 per hour ($450 per day max) unless approved.

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Specialty</th>
<th>Cash Match</th>
<th>Federal Share</th>
<th>Total Cost</th>
</tr>
</thead>
</table>

Contractual Services Total:

Comments:

SAVE  ADD  DELETE  VIEW/PDF
TRAVEL & TRAINING

Requested travel expenses shall not exceed the established mileage and subsistence policy as set forth by the Commonwealth of Kentucky, Finance and Administration Cabinet.

Instructions

- Necessity and method of calculation must be detailed in the Budget Narrative.
- Maximum rates may apply to reimbursement requests for mileage, per diem and lodging.
- When you are finished filling out this page, please click SAVE.
You must SAVE before proceeding or you will lose data.

Note: If the travel and reimbursement requirements for your agency are more stringent than that of the Commonwealth, the more stringent of the two must be followed.

<table>
<thead>
<tr>
<th></th>
<th>Cash Match</th>
<th>Federal Share</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
<td></td>
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<tr>
<td>Lodging</td>
<td></td>
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<td></td>
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<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration/Tuition Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Travel Total

SAVE | ADD | DELETE | VIEW/PDF
**OPERATING EXPENSES**

Instructions:
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Some examples of Operating Expenses include: Supplies, rent, utilities, postage, etc.
- Costs must be detailed in the Budget Narrative.
- May return to your application forms list by clicking the Office of the Secretary - GMB Menu tab at the top of your screen. Or hold your mouse over the tab and you will see a drop down list.
- When you are finished filling out this page, please click **SAVE**. You must **SAVE** before proceeding or you will lose data.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cash Match</th>
<th>Federal Share</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Operating Expenses Total</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**SAVE**  **DELETE**  **VIEW.PDF**
EQUIPMENT

Instructions:
- Necessity and method of calculation must be detailed in the Budget Narrative.
- Please click the ADD button at the top of the page to create additional Equipment pages if necessary.
- After you have SAVED the second Equipment page, a box will appear at the top of your screen, on the right side, with a list of the personnel that you have entered.
- Choose the correct page from the dropdown list, click the "GO" button to the right to access the selected page.
- List items with a unit price of $5,000 and over and usefulness greater than one year. e.g., furniture, fixtures, office machines, stand alone and main frame computer equipment, etc.
- Items with a unit price under $5,000 should be entered in the Operating Expenses page.
- You may return to your application forms list by clicking the Office of the Secretary - OMB Menu tab at the top of your screen.
- Hold your mouse over the tab and you will see a drop-down list. Move your mouse over the page you want to go to; when your cursor changes to a hand, select it.
- When you are finished filling out this page, please click SAVE. You must SAVE before proceeding or you will lose data.
- Do not enter text into the upload (specifications) boxes. You must click "Browse" and choose the file you wish to upload.

Note: The formula for deriving Total cost is Cash Match + Federal Share = Total Cost. Quantity is not included in the formula.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Uploaded Specifications</th>
<th>Cash Match</th>
<th>Federal Share</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Equipment Total
SOURCE OF MATCH

Instructions

- Required fields are marked with an *.
- You may return to your application forms list by clicking the Office of the Secretary - GMB Menu tab at the top of your screen or hold your mouse over the tab and you will see a drop down list, move your mouse over the page you want to go to, and when your cursor changes to a hand, select it.
- You may also use the related pages links at the bottom of this page.
- After you have completed this page you must SAVE before proceeding or you will lose data.

Provide a detailed explanation of match source.

- You may enter text directly into the field or copy and paste from an existing document.
Really, the budget pages aren't that bad, just very detailed. They're designed to meet the requirements imposed on us - and our grantees - for the management of federal and state funds.

Work closely with your fiscal staff, and call us with questions. And, even though the system does your calculations for you, you should re-verify your input, especially where salaries and costs are concerned.

If you're approved for an award, don't deviate without specific, written permission.
A Few Words About Match . . .

- In-Kind (soft) versus Cash (hard) match
- Subject to same rules as federal funds
- Can’t match one pot of federal funds with another
- % of TOTAL Project Cost, not federal funds

\[
\text{FEDERAL SHARE/FEDERAL SHARE \%} = \text{TOTAL BUDGET}
\]
\[
\text{TOTAL BUDGET} \times \text{MATCH \%} = \text{MATCH AMOUNT}
\]

\[
\begin{align*}
$75,000 / .75 &= $100,000 \\
$100,000 \times .25 &= $25,000
\end{align*}
\]
Match Funds (cont’d)

Potential Sources:
- Existing agency general funds/resources
- Collaboration partners’ resources
- Donations
- Grants from NON-federal funds
- ????
Questions?

Tanya L. Dickinson  
Branch Manager  
Grants Management Branch  
Kentucky Justice and Public Safety Cabinet  
502/564-3251  
502/564-5244(fax)  
tanya.dickinson@ky.gov

http://justice.ky.gov/departments/gmb/
Website References

Slide 5,6 ~ http://www.grants.gov
Slide 5,9 ~ http://www.tgci.com
Slide 5,8 ~ http://www.fdncenter.org
Slide 7 ~ http://www.ojp.usdoj.gov/
Slide 11-13 ~ www.kentucky.gov
Slide 15-16 ~ http://www.dlg.ky.gov/grants
Slide 17-18 ~ http://artscouncil.ky.gov
Slide 20 ~ http://homelandsecurity.ky.gov
Slide 22 ~ www.justice.ky.gov/departments/gmb
Slide 24 ~ http://kyjusticegms.com