

Fundamentals of Grant Writing

Criminal Justice Coordinating Council



CJCC | Mia Smith, Criminal Justice Program Director



- Eight years of grant administration experience involving criminal justice initiatives
- Approximately \$30 million in funding including formula and competitive grant programs
- Focus Areas
 - Criminal Justice Reform
 - Substance Use Disorders
 - Support for Law Enforcement



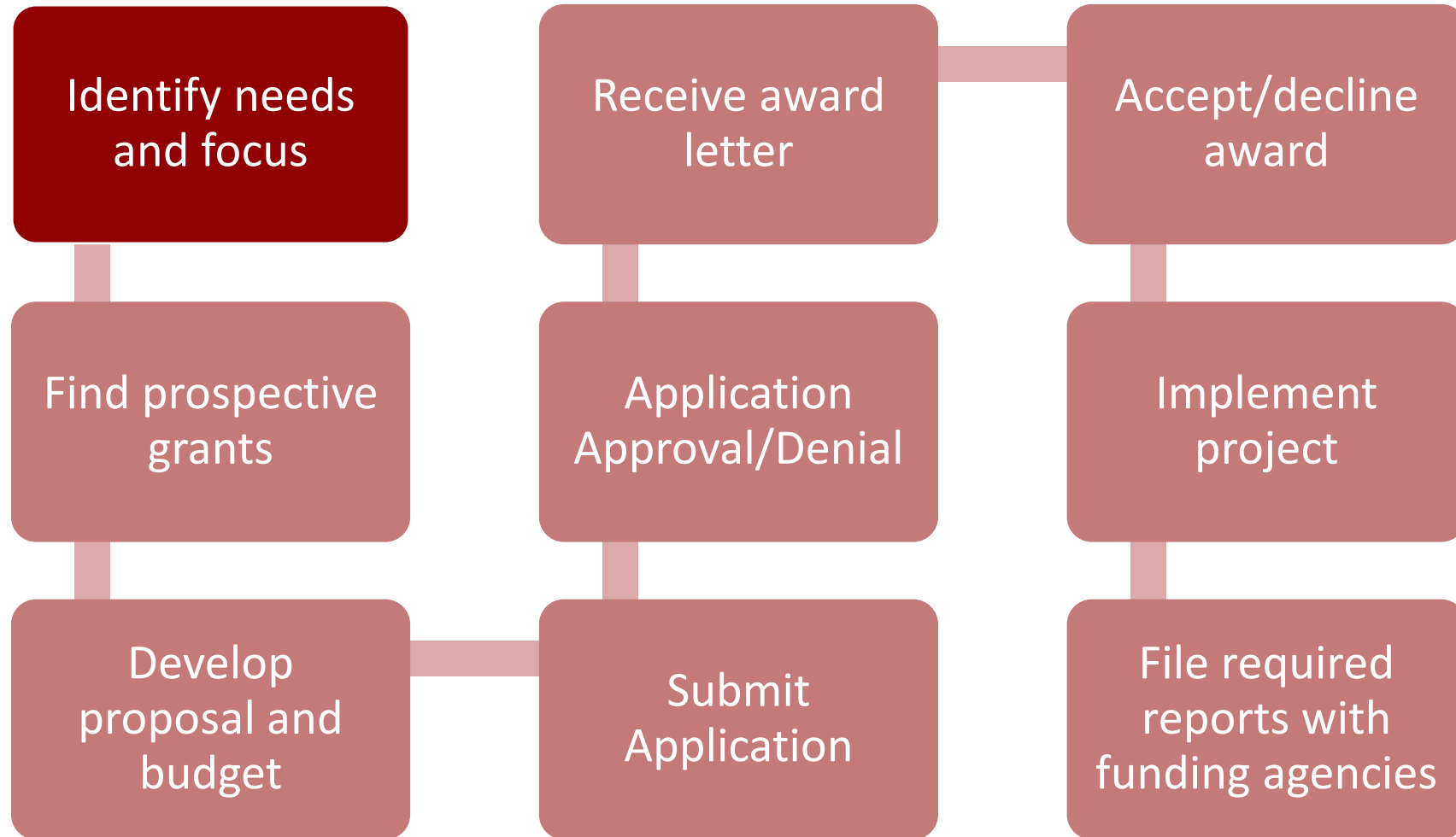
- Grant Writing Process
- Components of a Grant
 - Learn how to navigate funding announcements
 - Review key components of grant applications
 - Grant Writing Process
 - Budgeting
- Grant Writing Tips

CJCC | Before We Begin



- No one method of success
- Grant proposals are not easy, even though the steps are
- Know what you're writing for
 - Pick an area of need where you know you have the capacity to address
- Conciseness should not be forfeited for creativity
- Always keep in mind: who, what, where, and how
- Denials aren't always the end of the road

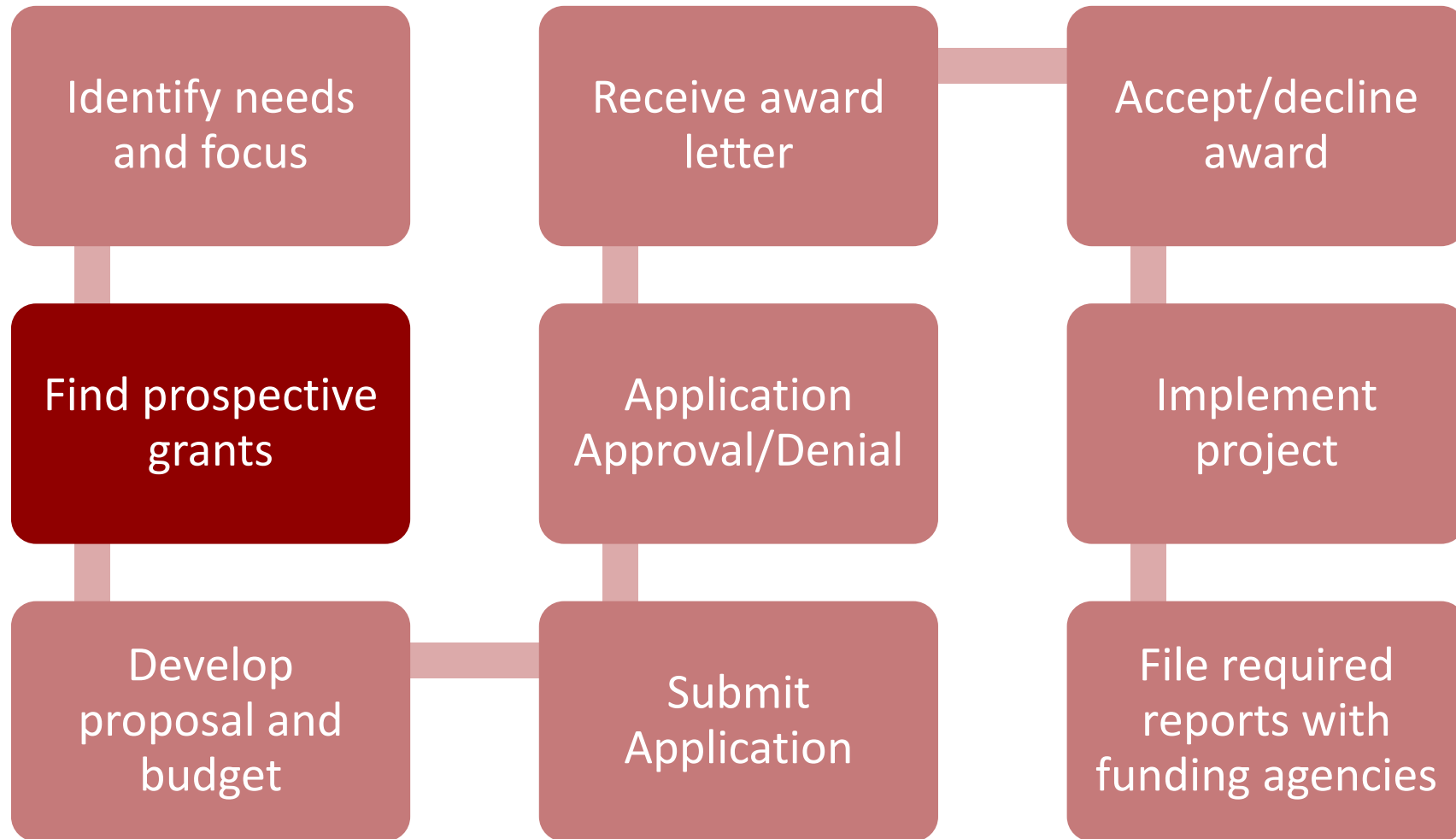
CJCC | Grant Writing Process





- Identify your needs and focus
 - Are you expanding an existing project?
 - Are you looking to pilot a project?
 - Who will benefit from the project?
 - What outcomes are you hoping to obtain?
 - Why is this work important? Is it a piece of a larger objective?
- **Tip:** Grant programs tend to repeat. When planning, a good rule is to look at the requirements from previous funding years.

CJCC | Grant Writing Process



CJCC | Types of Funding



- Public
- Private

CJCC | Navigating Funding Announcements: Public



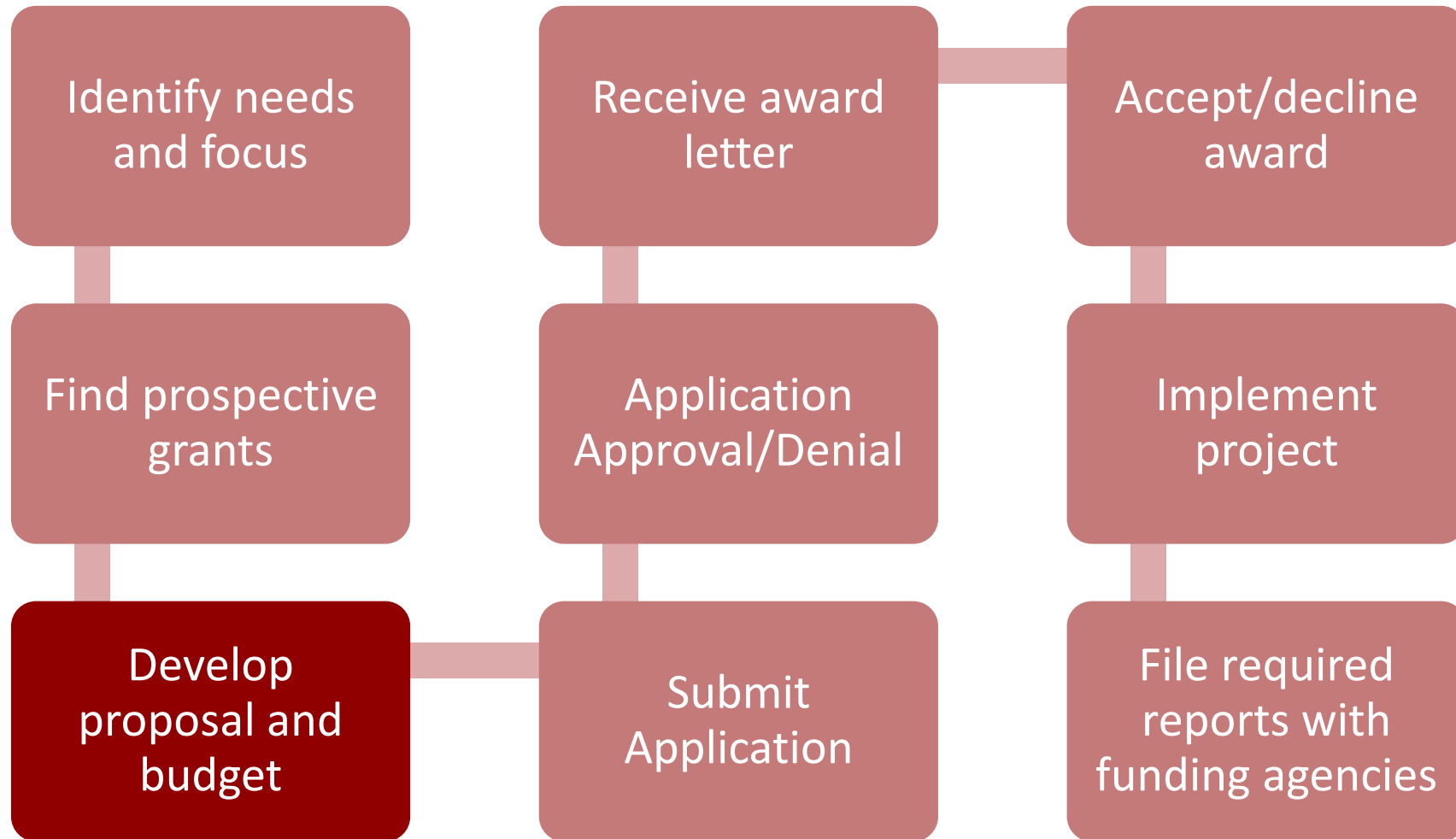
- Federal
 - U.S. Federal Government – www.grants.gov , www.ojp.gov
- State
 - GaDoe - <https://gadoe.org/grants-awards-diploma-seals/grant-opportunities/>
 - CJCC - <https://cjcc.georgia.gov/grants/funding-opportunities/current-grant-opportunities>
 - OPB - <https://opb.georgia.gov/grant-opportunities>
 - DBHDD Opioids- <https://www.gaopioidtrust.org/for-applicants/resources/>
- Local
 - These will vary depending on the community you are in. These can be found on your local county or city website
 - Example:
 - Community Foundation of Central Georgia - <https://cfcga.org/for-nonprofits/grants/>

CJCC | Navigating Funding Announcements: Private



- Corporations
 - These opportunities can be found through various foundations.
 - Examples include:
 - Public Welfare Foundation - <https://www.publicwelfare.org/grants/apply-for-a-grant/>
 - Howard G. Buffett Foundation - <https://www.thehowardgbuffettfoundation.org/about/>
 - Georgia Power Foundation - <https://www.georgiapower.com/our-impact/community/giving-back/about-grants.html>
 - Annie E. Casey Foundation - <https://www.aecf.org/grant-making>
- **Tip:** Be mindful of the grant finder websites, may post outdated opportunities

CJCC | Grant Writing Process



CJCC | Developing Grant Proposal



- Review the Solicitation (a.k.a. NOFO/RFP/RFA)
 - Award ceiling
 - Length of project
 - Deadlines
 - Federal awards have two separate deadlines
 - Required and allowable services/activities
 - Funding restrictions/limitations
 - Eligibility criteria
 - Key staff required
 - Data Collection/reporting requirements
 - Submission instructions
 - Plan ahead for receive access to multiple grant management system platforms
 - Formatting Requirements
- Example: <https://bja.ojp.gov/funding/O-BJA-2023-171527.pdf>

CJCC | Grant Application Components



- Project Narrative
 - Introduction
 - Snapshot
 - Statement of Need
 - Population of Focus/Target Areas
 - Data to support stated need
 - Implementation Plan
 - How are you going to use grant funds to solve the issue
 - Sustainability plan
 - Competencies and Capabilities
 - Do you have the capacity/experience to carry out the project
 - Data Collection Plan
 - Who will be responsible for federal reporting requirements
 - Are there data sets that you plan to collect outside of the data requirements

CJCC | Grant Application Components



- Budget
 - Line Item Specific
 - Justification
 - Show breakdown of the cost
 - Ex. Naloxone kits \$1,000 = \$5 per kit x 200 kits
 - How does each line-item help fulfill the needs of the grant
 - Are the costs fair market costs?
 - Be mindful of unallowable cost
 - DOJ Financial Guide
 - CFR Part 200
 - Match
 - Pro Tip: 25% Match = Federal Request divided by 3
 - Pro Tip: 50% Match = Dollar for Dollar
 - Cannot be fulfilled with unallowable costs

CJCC | Grant Application Components



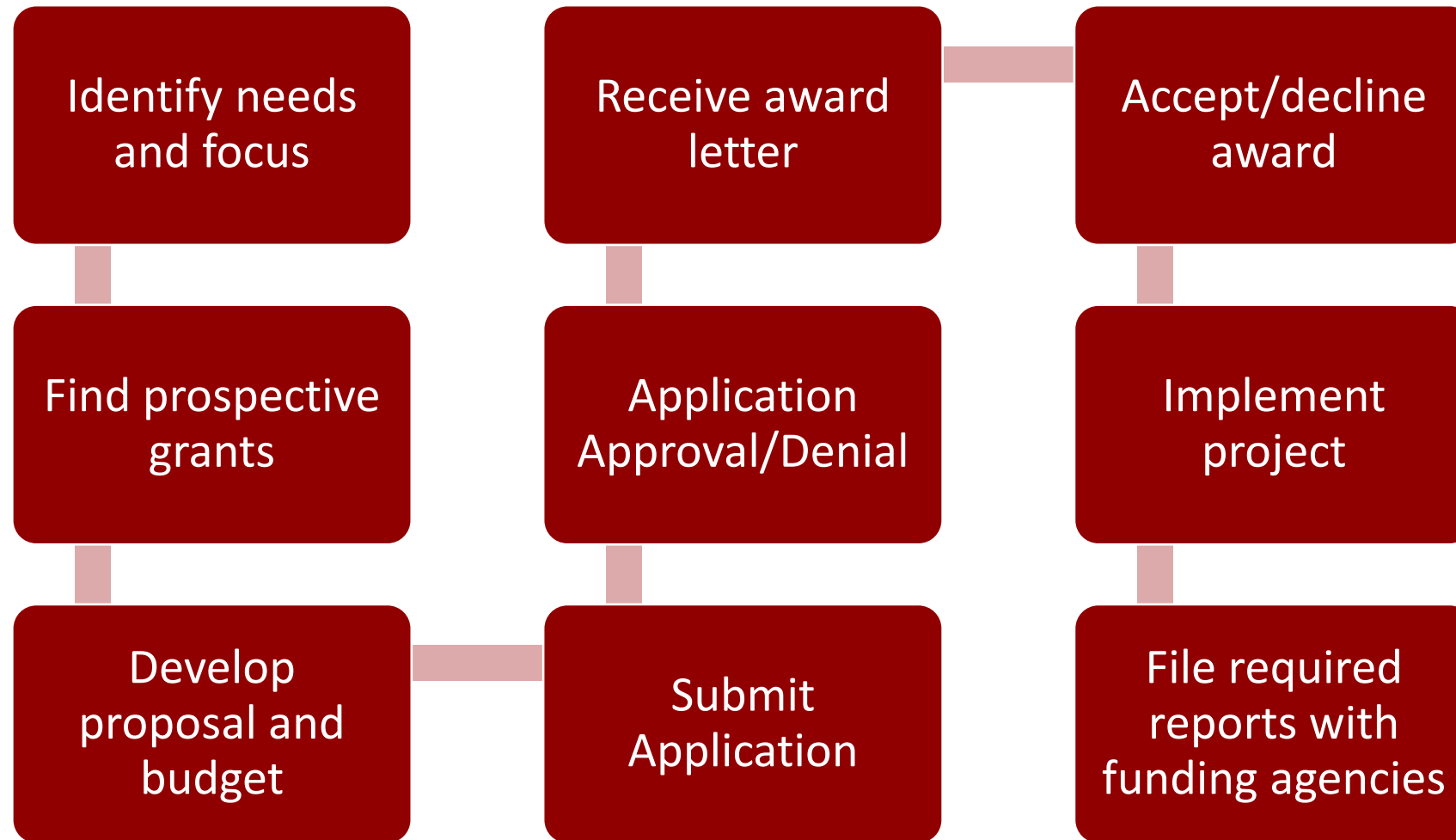
- Budget
 - What is necessary to get the job done?
 - Staff (how much time will someone need to be dedicated on average, will you need full time or part time hours)
 - Supplies (do they need supplies, computer, notebook, pens)
 - Travel/ transportation (where will services be rendered, mileage reimbursement)
 - Training (are any trainings needed)
- **Tip:** If working with contractor grant writer, make sure it falls within your budget. Some may require a certain amount in advance, or an amount in the application. This can affect your administration costs and reduce how much of your personnel can be added.

CJCC | Grant Application Components



- Attachments
 - Be sure to carefully review the RFP for the necessary attachments that will require prior preparation
 - Examples
 - Project Timeline
 - Key Personnel CV/Resumes
 - MOUs with partner organizations
 - Letters of Support
 - Organizational Charts
 - Financial documents
 - High-Risk Notices
 - Disclosures

CJCC | Grant Writing Process





- Pre-prepared components - Grant requirements are similar across multiple grant types
 - Organizational Narrative
 - Competencies and Capabilities
 - Data that can be shared
- Make checklist of required forms/attachments
 - May not always be listed on the solicitation checklist
- Start early
 - Plan for the next year using the current year solicitations as an outline
- Follow the format requirements
 - Easiest way to get you application cut during the initial review
- Proofread, proofread, then proofread again

CJCC | Grant Writing Tips



- Build partnerships with other organizations
 - Can be used in the future for LOS
- Attend related webinars
- Sign up for email listservs of funding organizations
 - Bureau of Justice Assistance
 - Office of Juvenile Justice and Delinquency Prevention
 - Bureau of Justice Statistics
 - Office for Victims of Crime
 - Office of Community Oriented Policing Services
 - Office of Justice Programs
- Be mindful of the grant finder websites
 - May post outdated opportunities



Questions & Answers



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