

Grant Writing Workshop
Council of Accountability Court Judges Conference
September 11, 2023



Resurgens Impact Consulting

AGENDA

| | |
|------------------|--|
| 1:30-2:45 | Welcome Grant Basics Getting Grant-Ready How to Research Grants Developing a Grant Strategy Q&A |
| 2:45-3:15 | Break |
| 3:15-4:30 | CACJ Application Developing a Grant Budget Proposal Writing Basics Post-award Management Q&A Wrap up and Evaluation |

About Us

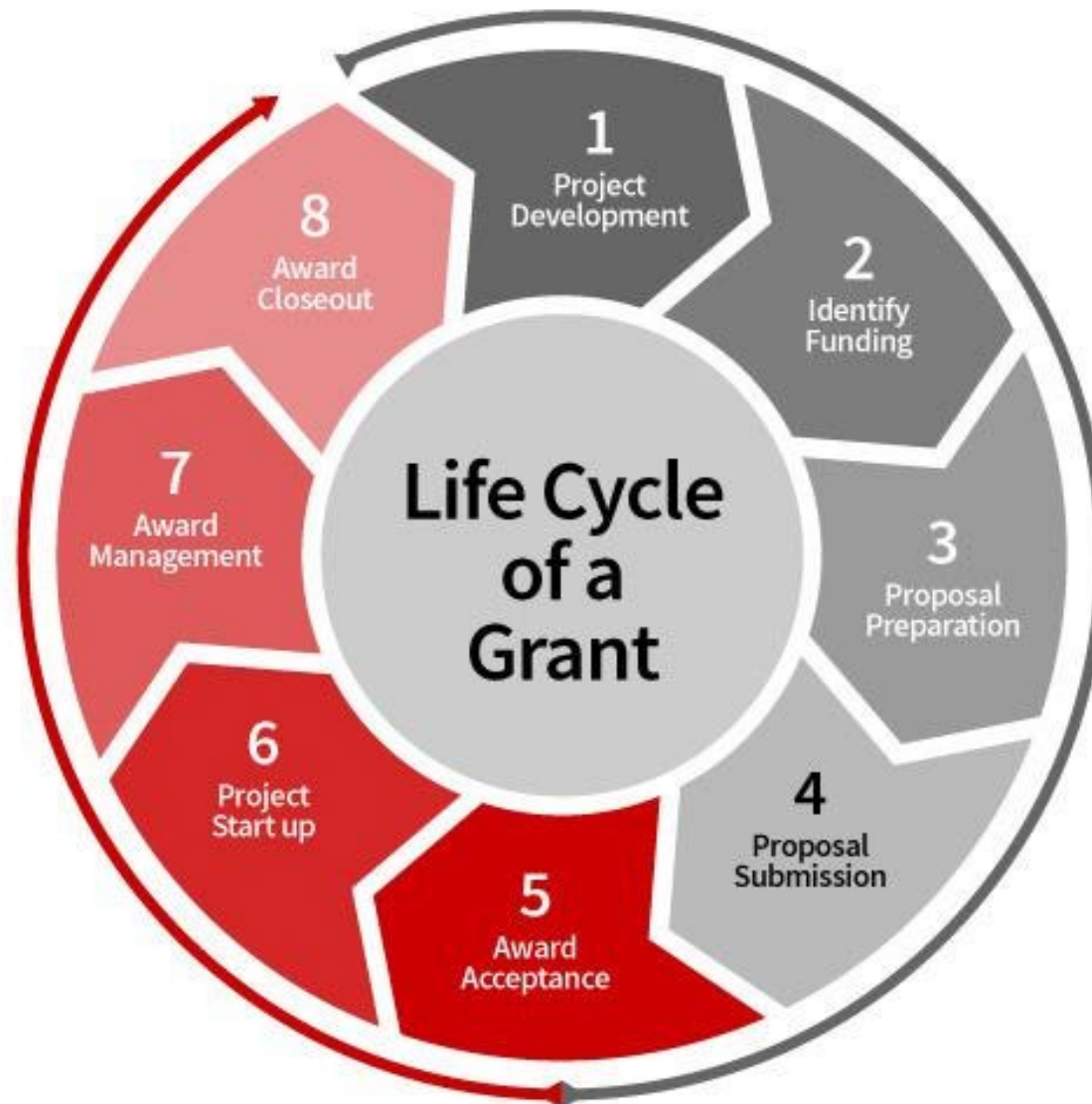


Resurgens Impact Consulting



Grant Basics

Post-Award



Pre-Award

Who Makes Grants?

Government

- City
- County
- State
- Federal

Private funders

- Foundations
- Donor advised funds
- Community Foundations

Corporations

- Corporate giving programs
- Nonprofit entities of companies

| Characteristic | Grant | Cooperative Agreement | Contract |
|-------------------------------------|---|---|--|
| Basic Purpose | Goal fulfillment | Transfer of valued items | Acquire property/service |
| Involvement by Sponsor | Little Reporting required | Substantially involved Responsible for some work | Heavily involved Milestone reports |
| Solicitation Method | Request by application | Proposal | Request for proposal or bid/quote |
| Quid Pro Quo | Knowledge advancement | Assistance to both parties | Economic benefit knowledge advancement |
| Project Direction | PI discretion within limits of sponsor solicitation | Develop scope with sponsor | Developed by sponsor |
| Award Selection Process | Peer review recommendation | Peer review recommendation | Best value to sponsor |
| Award Instrument | Statement of work; T&C | Statement of work and responsibilities; T&C | Detailed specs; Required deliverables |
| Period of Performance | PI defined with sponsor input | Co-developed with sponsor | Sponsor defined |
| Cost Principles | Uniform Guidance A-21 Higher Education A-122 Non-Profit Organizations | Uniform Guidance A-21 Higher Education A-122 Non-Profit Organizations | Federal Acquisition Regulations (FAR) Higher Education 31.3 Non-Profit 31.1 |
| Administrative Requirements | Uniform Guidance A-110 (Agency Implementation) | Uniform Guidance A-110 (Agency Implementation) | Federal Acquisition Regulations (FAR) |
| Rebudgeting | Flexible within sponsor defined restrictions | Flexible within sponsor defined restrictions | Pre-approval from sponsor |
| Technical Reporting Requirements | Annual/ Summary | Frequent updates | As per agreement |
| Financial Reporting Requirements | Invoice & report monthly/quaterly | Invoice & report monthly/quaterly | Invoice/payments monthly/quaterly; milestone reports |
| Opportunity for Renewal | Varies on interest | Varies on interest | Not renewable |
| Final Deliverable | IP, Technical & Financial report | IP, Technical & Financial report | Deliverable as per agreement |
| Fulfillment of award | Best effort | Best effort | Must meet agreement specifications |

Getting Grant-Ready

So You Want To Apply For A Grant...



Get Grant-Ready Checklist

1. Everything
2. And
3. The
4. Kitchen
5. Sink

Building a Team



Partnerships

Housing

Mental
Health
Treatment

Substance
Use
Treatment

What else?

Transportation

Job skills &
placement

Program Planning

Assess Needs

- Focus groups
- Surveys
- Journalism
- Observation
- Data (court records)
- Reports
- Community forums

Identify Gaps

- Where do people fall through the cracks?
- How do systems break down?
- Who's at the table? Who's not?

Design Solutions

- Determine the outcomes you want to achieve
- ID stakeholders and resources needed
- Outline activities
- Build in evaluation

| Inputs | Activities | Outputs | Outcomes |
|---------------|---------------------|----------------------|--------------------|
| Funding | Training | # people trained | Gained knowledge |
| Partners | Case management | # people served | Gained skills |
| Staff | Wraparound services | # services delivered | Changed behaviors |
| Technology | Referrals | # referrals made | Changed conditions |
| | Hearings | # hearings | |

How to Research Grants

Common Research Tools

- Foundation Directory Online (\$)
- GrantStation (\$)
- Guidestar
- Grantmakers.io
- Grant Gopher
- Grants.gov
- eCivis (\$)

Reviewing Form 990s

EXTENDED TO NOVEMBER 16, 2015
Return of Private Foundation
 or Section 4947(a)(1) Trust Treated as Private Foundation
 ▶ Do not enter social security numbers on this form as it may be made public.
 ▶ Information about Form 990-PF and its separate instructions is at www.irs.gov/form990pf.

Form **990-PF** OMB No. 1545-0052
 Department of the Treasury Internal Revenue Service **2014**
 Open to Public Inspection

For calendar year 2014 or tax year beginning _____, and ending _____

Name of foundation
THE SCOTT HUDGENS FAMILY FOUNDATION, INC.

Number and street (or P.O. box number if mail is not delivered to street address) Room/suite
3425 DULUTH PARK LANE

City or town, state or province, country, and ZIP or foreign postal code
DULUTH, GA 30096

A Employer identification number
58-2513020

B Telephone number
770-813-8817

C If exemption application is pending, check here ☐

D 1. Foreign organizations, check here ☐
 2. Foreign organizations meeting the 85% test, check here and attach computation ☐

E If private foundation status was terminated under section 507(b)(1)(A), check here ☐

F If the foundation is in a 60-month termination under section 507(b)(1)(B), check here ☐

G Check all that apply: ☐ Initial return ☐ Initial return of a former public charity
☐ Final return ☐ Amended return
☐ Address change ☐ Name change

H Check type of organization: ☒ Section 501(c)(3) exempt private foundation
☐ Section 4947(a)(1) nonexempt charitable trust ☐ Other taxable private foundation

I Fair market value of all assets at end of year (from Part II, col. (c), line 16) **\$ 78,292,843.**

J Accounting method: ☒ Cash ☐ Accrual
☐ Other (specify) _____

Part I Analysis of Revenue and Expenses
 (The total of amounts in columns (b), (c), and (d) may not necessarily equal the amounts in column (a).)

| | (a) Revenue and expenses per books | (b) Net investment income | (c) Adjusted net income | (d) Disbursements for charitable purposes (cash basis only) |
|--|------------------------------------|---------------------------|-------------------------|---|
| 1 Contributions, gifts, grants, etc., received | | | N/A | |
| 2 Check <input checked="" type="checkbox"/> if the foundation is not required to attach Sch. B | | | | |
| 3 Interest on savings and temporary cash investments | 588. | 588. | | STATEMENT 1 |
| 4 Dividends and interest from securities | 886,557. | 886,557. | | STATEMENT 2 |
| 5a Gross rents | | | | |
| b Net rental income or (loss) | | | | |
| 6a Net gain or (loss) from sale of assets not on line 10 | 431,290. | | | |
| b Gross sales price for all assets on line 6a | 14,950,826. | | | |
| 7 Capital gain net income (from Part IV, line 2) | | 431,290. | | |
| 8 Net short-term capital gain | | | | |
| 9 Income modifications | | | | |
| 10a Gross sales less returns and allowances | | | | |
| b Less: Cost of goods sold | | | | |
| c Gross profit or (loss) | | | | |
| 11 Other income | 112,800. | <232,128.> | | STATEMENT 3 |
| 12 Total. Add lines 1 through 11 | 1,431,235. | 1,086,307. | | |
| 13 Compensation of officers, directors, trustees, etc. | 150,000. | 122,400. | | 27,600. |
| 14 Other employee salaries and wages | | | | |
| 15 Pension plans, employee benefits | | | | |
| 16a Legal fees | 60,000. | 60,000. | | 0. |

GRANTS.GOV

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☒ Forecasted (139)
- ☒ Posted (2,374)
- ☐ Closed (2,200)
- ☐ Archived (33,613)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (956)
- ☐ Grant (1,705)
- ☐ Other (61)
- ☐ Procurement Contract (57)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (1,027)
- ☐ County governments (1,040)
- ☐ For profit organizations other than small businesses (994)
- ☐ Independent school districts (967)

CATEGORY:

- ☒ All Categories
- ☐ Affordable Care Act (1)
- ☐ Agriculture (34)
- ☐ Arts (see 'Cultural Affairs' in CFDA) (10)

SORT BY: Posted Date (Descending)

Update Sort

DATE RANGE: All Available

Update Date Range

1 - 25 OF 2513 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 101 Next »

| Opportunity Number | Opportunity Title | Agency | Opportunity Status | Posted Date ↓ | Close Date |
|--------------------------------------|---|-----------|--------------------|---------------|------------|
| SBUR-SGPIG-15-004 | Women in Science (WiSci) Girls STEAM Camp 2017 | DOS-SBUR | Posted | 06/22/2016 | 07/23/2016 |
| G16AS00096 | Cooperative Ecosystem Studies Unit, Rocky Mountain CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| G16AS00105 | Cooperative Ecosystem Studies Unit, Rocky Mountain CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| G16AS00099 | Cooperative Ecosystem Studies Unit, Gulf Coast CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| G16AS00101 | Cooperative Ecosystem Studies Unit, Great Lakes Northern Forests, CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| G16AS00103 | Cooperative Ecosystem Studies Unit, Hawaii-Pacific Islands CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/07/2016 |
| G16AS00097 | Cooperative Ecosystem Studies Unit, Chesapeake Watershed CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| DTFH6116RA00016 | National Pedestrian and Bicycle Information Center | DOT-FHWA | Posted | 06/22/2016 | 08/19/2016 |
| W81XWH-16-PCRP-CCRSA | DoD Prostate Cancer Clinical Consortium Research Site Award | DOD-AMRAA | Posted | 06/22/2016 | 10/06/2016 |
| L16AS00211 | BLM CO, Alpine Native Plants Material Development and Conservation. | DOI-BLM | Posted | 06/22/2016 | 08/19/2016 |
| F16AS00299 | Contaminants of Emerging Concern-Chemical Analysis and Screening Values | DOI-FWS | Posted | 06/22/2016 | 06/29/2016 |
| G16AS00100 | Cooperative Ecosystem Studies Unit, Chesapeake Watershed CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| G16AS00102 | Cooperative Ecosystem Studies Unit, North Atlantic Coast CESU | DOI-USGS1 | Posted | 06/22/2016 | 07/08/2016 |
| BOR-PN-16-N007 | Fish Habitat Improvement Projects Agreement Addendum | DOI-BOR | Posted | 06/22/2016 | 07/06/2016 |

Federal Grant Opportunities

- **HHS SAMHSA Grants to Expand Substance Use Disorder Treatment Capacity in Adult and Family Treatment Drug Courts**
- **OJJDP Family Treatment Court Program**
- **OJJDP Juvenile Drug Treatment Court Program**
- **BJA Veterans Treatment Court Discretionary Grant Program**
- **BJA Adult Treatment Court Discretionary Grant Program**
- **BJA Community Courts Initiative**
- **OVW Grants to Improve the Criminal Justice Response**
- **OVW Justice for Families Program**

Reviewing Budgets And Program Plans

Program Plan Initiative

229 Items

| Initiative | Component/Office | Release Date▲ | Total Funding |
|--|------------------|-----------------|--------------------|
| BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation | BJA | Q1: OCT/NOV/DEC | Up to \$75,000,000 |
| BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation: JAG- Local: Eligible Allocation Amounts of Less than \$25,000 | BJA | Q1: OCT/NOV/DEC | Up to \$75,000,000 |
| BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation: JAG- Local: Eligible Allocation | BJA | Q1: OCT/NOV/DEC | Up to \$75,000,000 |

Search: 🔍

Component/Office

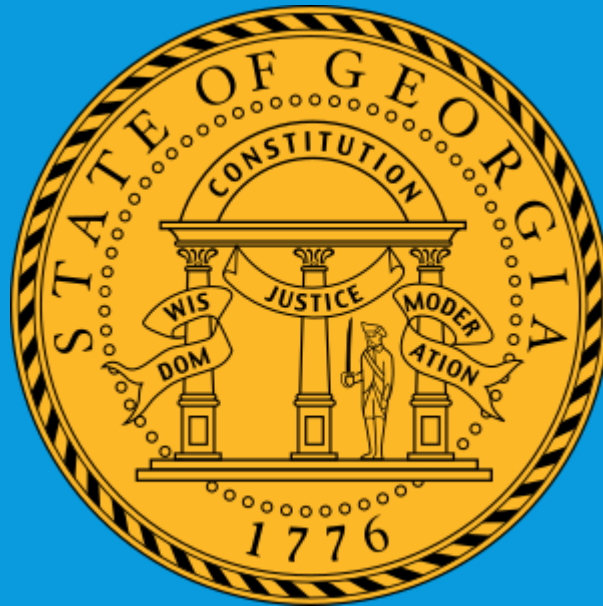
87 BJA
11 BJS
12 NIJ
49 OJJDP
65 OVC
1 OVW

Fiscal Year

Current Fiscal Year

2020 (All DOJ)
2019 (All DOJ)
2018 (All DOJ)
2017 (All DOJ)
2016 (All DOJ)

State Grant Opportunities



<https://georgia.gov/agency-list>

County/City Grants And Contracts

- Visit websites and look for grants and procurement offices
- Ask your county commissioner or city council representative



Appropriations and CDS

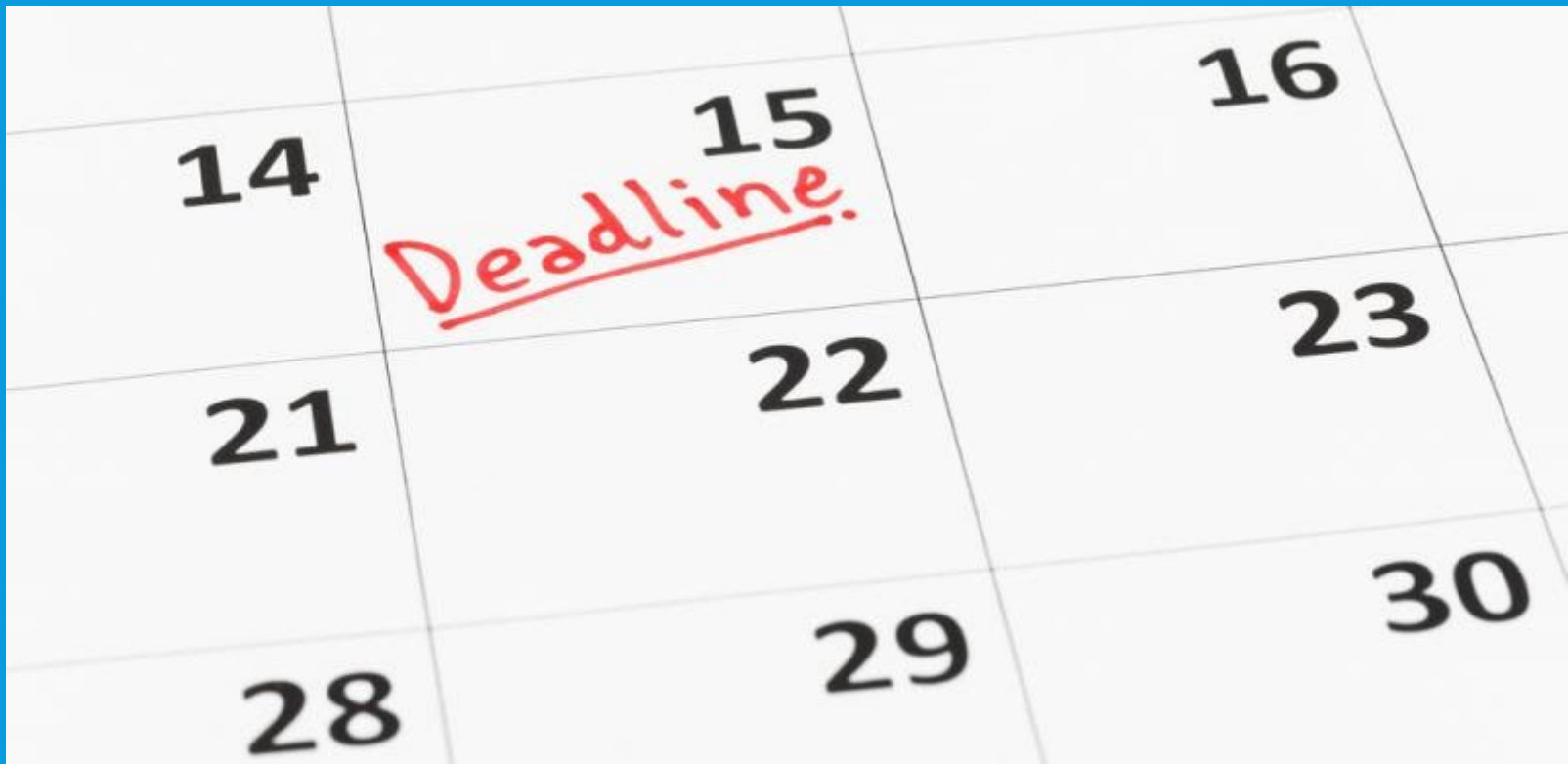
- Forge a relationship with your Senators and your Congressional representatives (now's a good time to start)
- Monitor websites and stay in touch with key staff
- Good for capital and other one-time projects (ideally complete within one FFY)
- Watch for release around February
- Contingent on House and Senate rules and processes

Vetting Funding



Developing a Grant Strategy

Create A Funding Calendar



Create A Funding Calendar

| Funder Name | Website | Deadlines | Attachments | Total available \$ | Average award, max/min |
|-------------|---------|-----------|-------------|--------------------|------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Create A Timeline/Tasklist

| Information or document needed | Who is responsible | Due Date | Status (complete, in progress, not started, late) | Notes |
|--------------------------------|--------------------|----------|---|-------|
| | | | | |
| | | | | |
| | | | | |

Preparation

- Internal meeting to cover requirements and attachments/forms
- Set up logins and workspaces
- Meet with or call key external partners
- Draft a budget
- Collect data
- Stakeholder input

BREAK!

Grant Writing Workshop - Session 2
Council of Accountability Court Judges Conference
September 11, 2023



Resurgens Impact Consulting

Agenda

3:15-

CACJ Application

4:30

Developing a Grant Budget

Proposal Writing Basics

Post-award Management

Q&A

Wrap up and Evaluation

Overview of FY2024 CACJ Application

Application Components

- Intro page - basic information and contacts
- Budget summary table by category
- Budget priority ranking
- Next and current FY other funding sources
- Sustainability plan
- Court narrative
- Line item budget and budget narratives by category
- EBPs & Ancillary services

Developing a Grant Budget

Sample Agency Funding Budget

| Budget | Total | Fees and Fines | County | CACJ Grant | Federal Grant |
|-----------|-------|----------------|--------|------------|---------------|
| Personnel | \$XX | \$XX | \$XX | \$XX | |
| Fringe | \$XX | \$XX | \$XX | \$XX | |
| Travel | \$XX | | | | \$XX |
| Equipment | \$XX | | \$XX | | |
| Supplies | \$XX | \$XX | | | \$XX |
| Other | \$XX | | \$XX | | \$XX |

Developing A Grant Budget

| Sources | Requested Funds | Matched Funds | Total Budget Amount |
|------------------|-----------------|---------------|---------------------|
| ContractServices | 6120 | 400 | 6520 |
| DrugTestSupply | 13899 | 400 | 14299 |
| Equipment | 16000 | 400 | 16400 |
| OtherCosts | 23295 | 400 | 23695 |
| Personnel | 7373 | 400 | 7773 |
| TrainingTravel | 1849.76 | 400 | 2249.76 |
| Transportation | 1255 | 400 | 1655 |
| Total CACJ Funds | 69791.76 | 2800 | 72591.76 |

Match Funding

| Other Sources | Total Funds | Funds Used | Annual Fundsource | End Date |
|------------------------|-------------|--------------|-------------------|-----------|
| ByrneJAGFunding | 12 | Drug Testing | Yes/No | x/xx/xxxx |
| CommunityServiceBoards | 12 | Drug Testing | Yes/No | x/xx/xxxx |
| FinancialDonations | 12 | Equipment | Yes/No | x/xx/xxxx |
| ParticipantFees | 12 | Evaluation | Yes/No | x/xx/xxxx |

Line Items

Personnel Request

| Position Title | Hourly Rate | Hours Per Week | Weeks Requested | New Position | Total Salary Requested |
|--------------------------------------|-------------|----------------|----------------------------------|--------------|------------------------|
| Assistant Director | 12 | 12 | 12 | Yes | 1728 |
| Counselor | 12 | 12 | 12 | No | 1728 |
| Lab Technician/Drug Screen Collector | 12 | 12 | 12 | No | 1728 |
| Director | 12 | 12 | 12 | No | 1728 |
| | | | Total Personnel Salary Requested | | 6912 |

Proposal Writing Basics

Basic Components Of A Grant Proposal

- Basic information
- Organizational overview
- Need statement
- Program overview
- Attachments - Budget, 501c3 letter, financial statements
- But...there is no “typical” proposal

Writing A Successful Application

- Read the directions and **follow them**
- Connect with the funder's mission and purpose
- Start with an outline
- Edit carefully
- Submit on time



Don't make the reviewer
frustrated....



...Make them excited
about your proposal!



Post-Award Management Basics

Basics Of Grant Management

- Begin during application phase
- Hold a post-award meeting
- Review award requirements
- Set up processes
- Provide training as required
- Set up a calendar with deadlines
- Delegate responsibilities including leadership

QUESTIONS?



Wrap-Up and Evaluation

Contact Resurgens Impact Consulting



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