

Grant Seeking & Writing

Tips to Improve Your Odds of Success



ADMINISTRATIVE OFFICE OF THE COURTS

What is a grant?

- Outside source of funds
- Specific amount of funds
- Specific tasks/deliverables
- Set amount of time
- Greater benefits




ADMINISTRATIVE OFFICE OF THE COURTS

Typically Funded

- Pilot projects
- Research studies
- Expansion projects
- Specific training
- Development of something new





ADMINISTRATIVE OFFICE OF THE COURTS



Types Of Funders


- Federal Government
- State Government
- Local Government
- Non-Governmental





Formula vs. Competitive

- Formula grants are based on a specific pre-determined formula among set eligible recipients
- Statewide, about \$55 million in formula funds pass through to courts
- Competitive grants have yearly applications





Where to Find Leads

- State Justice Institute
- US Department of Justice
- California Executive Branch
- Serranus Grants Page
- Court News Update
- National Center for State Courts






Screen Opportunities


- Eligible applicants?
- Scope of effort
- Funding award size and matching requirements
- Who/what has been funded in the past?
- Priorities





Grant Writing is a Project

- Takes a team effort
- Assigned roles and responsibilities
- Should have a timeline






Components of a Full Application Package


- Cover page – info. sheet
- Narrative
- Timeline
- Budget narrative and summary
- Appendices (resumes, letters of support)
- Standard forms






The Narrative: Writing a Compelling Statement of Need


The Statement of Need establishes that you understand the issue/problem and therefore can reasonably address it.






Statement of Need: Basic Rules

- The statement should focus on those people you serve, rather than your organization's needs.
- State the problem in terms of community impact.







It's All About the Need

Defining the situation is the first step in logic model development


- What problematic condition exists that demands a programmatic response?
- Should be community based need






Statement of Need: Helpful Web Sites


- Annie E Casey Kids Count Data Center for CA and its communities:
<http://datacenter.kidscount.org/data/bystate/StateLanding.aspx?state=CA>
- US Census CA and Counties quick facts
<http://quickfacts.census.gov/qfd/states/06000.html>
- CA Attorney General Crime Data
<http://aq.ca.gov/crime.php>
- CA Association of Counties
<http://www.csac.counties.org/default.asp?id=4>
- CA Department of Education Data
<http://www.cde.ca.gov/ds/>






The Logic Behind the Request


A logic model is:
...a depiction of your proposed project showing what it will accomplish.





The Logic Behind the Request

- Creating a logic model assures the concept behind your project is solid
- It keeps you focused as you write your narrative
- It enhances the case for your requested investment



Simple Logic Model

Situation _____

Inputs


- People
- Time
- Resources

Outputs

- Serve people
- Create tools
- Conduct training

Outcomes

- Impact lives
- Change behaviors
- Change systems




Logic Model Resources

Kellogg Foundation
<http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>


United Way of Bay Area
<http://www.uwba.org/>


University of Wisconsin
<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>



The Budget \$\$\$


- Most funders provide a budget form and also ask for a narrative.
- Your budget is an estimate but it should be specific.
- DO NOT ask for \$300,000 *exactly* if grant request max is \$300,000.





The Budget \$\$\$

- The proposed budget should mirror your narrative.
- All sections in the narrative that describe an activity with an associated cost should be addressed in budget.






Federal Requirements


- Read the RFP, grant award and any referenced documents
- Civil Rights Act requirements, anti lobbying, drug free workplace





Federal Requirements

- Federal Funding Accountability and Transparency Act (P.L.109-282). The Act requires OMB to maintain a single, searchable website that contains information on all federal awards






Federal Requirements

- Funding Agencies have financial guides
- DOJ OJP Procurement under Awards of Federal Assistance

*Procurement Standards—
General Guidance*


<http://www.ojp.usdoj.gov/financialguide/PostawardRequirements/chapter13page1.htm>





Resources:

- Web sites for grant seekers and writers
- Copies of successfully funded grant proposals





For Questions, Advice, Additional Information

Martha Wright
Sr. Court Services Analyst
martha.wright@jud.ca.gov
(415) 865-7649

Catharine Price
Sr. Court Services Analyst
catharine.price@jud.ca.gov
(415) 865-7783