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Grant Writing 101: What You Need to Know Before Writing a Federal Grant

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Meet your Facilitators



Annie Kurowski
Vice President

- ❖ U.S. Senate
- ❖ Corporation for National and Community Service
- ❖ More than 20 years of federal grants and project management experience
- ❖ Bachelor's Degree in English, Oregon State University
- ❖ Master's Degree in Health Financing, London School of Economics



Valerie Secker
Director of Grants
and Federal Affairs

- ❖ U.S. Congress
- ❖ National Institutes of Health
- ❖ Higher education
- ❖ Tech
- ❖ Federal grants and government affairs
- ❖ Bachelor's Degree in Politics
- ❖ Master's Degree in Public Administration



About McAllister & Quinn

Washington, D.C. – based consulting firm

- Founded in 2004
- Specialize in securing funding for a wide range of clients, including nonprofits, public agencies, healthcare organizations, higher ed institutions, and advanced technology initiatives.

90+

Experienced staff from nonprofits, government agencies, Congress, and colleges and universities

275+

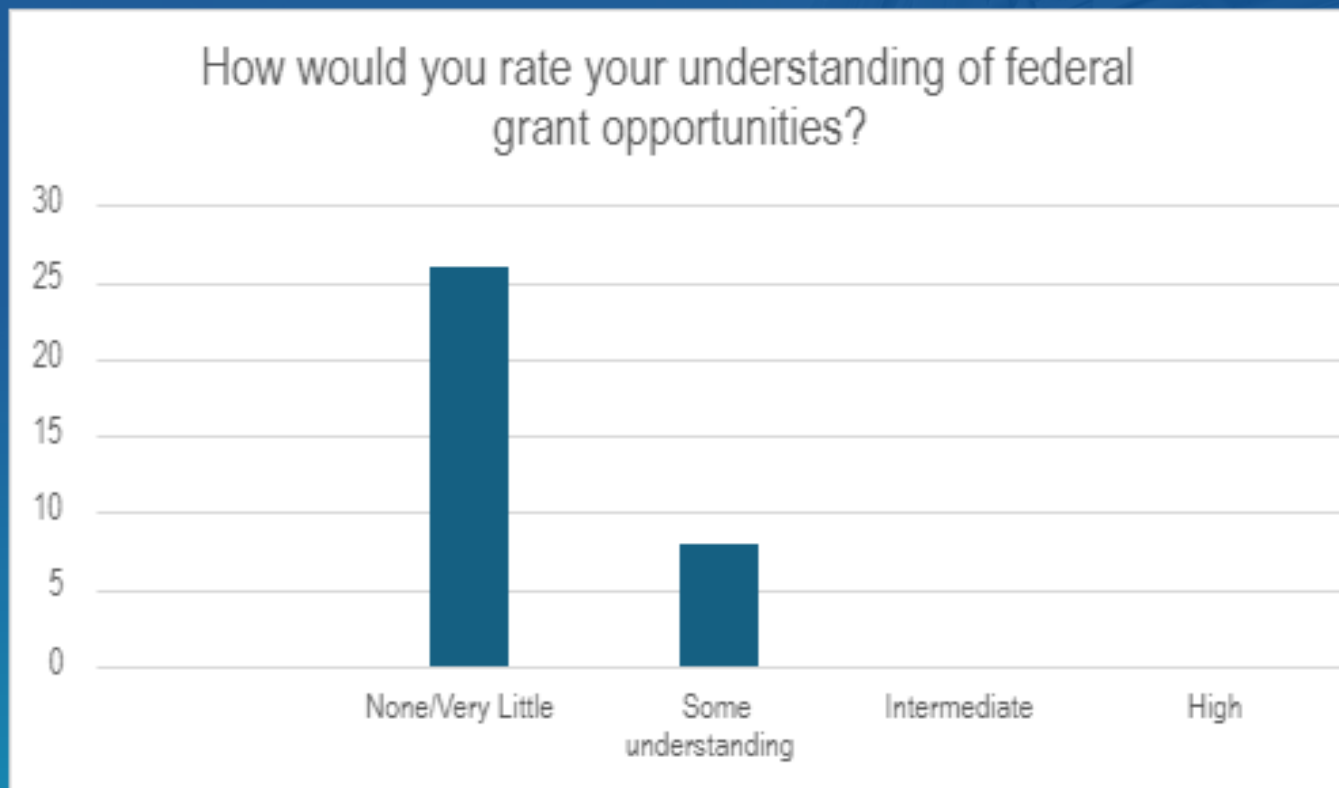
Grant consultants, subject matter experts, coaches, reviewers, and agency specialists

\$3.8B+

In secured funding since 2010 from competitive sources



What We Learned From Registration Data



Let's Get Started!



“There’s a wonderful old Italian joke about a poor man who goes to church every day and prays before the statue of a great saint, ‘Dear saint-please, please, please...give me the grace to win the lottery.’ This lament goes on for months. Finally the exasperated statue come to life, looks down at the begging man and says in weary disgust, ‘My son-please, please, please...buy a ticket.’”

~ELIZABETH GILBERT

You've Got to Play to Win.

Today's Objectives:

- ✓ Understand at a high level what federal grant programs are.
- ✓ Learn the common elements of a federal grant application.

Agenda:



Where do you find federal grants?



What is a federal grant program?



What are the common elements of a grant application?

The government isn't known for using simple language.

Type Your Answers in the Chat

- ❖ Have you ever tried to read the instructions on your tax return?
 - ❖ Was it easy or difficult to understand?



105-Word Sentences are Common

- ❖ This Funding Opportunity Announcement (FOA) provides the opportunity for public or private non-profit organizations, including women, minority, community, and faith-based organizations; public institutions of higher education, including Hispanic-serving Institutions, Historically Black Colleges and Universities, Tribally-controlled, and Alaska and Hawaii Native-serving higher education institutions; nonprofit post-secondary education institutions with or without 501(c)(3) status; unions, labor or labor-management organizations; non-profit industry organizations; state and local governments; and Indian or Native American entities eligible for grants under Section 166 of WIOA to provide reentry programming to eligible, incarcerated individuals prior to release from state correctional facilities or county or local jails and to continue comprehensive services after release.

APPENDIX I

GLOSSARY OF AGENCY ACRONYMS

AID	Agency for International Development
AMBC	American Battle Monuments Commission
AMTRAK	Amtrak (National Railroad Passenger Corporation)
APHIS (USDA)	Animal & Plant Health Inspection Service
ATF (DOJ)	Bureau of Alcohol, Tobacco, Firearms, and Explosives
BBG	Broadcasting Board of Governors
BIA (DOI)	Bureau of Indian Affairs
BLM (DOI)	Bureau of Land Management
BOP (DOJ)	Bureau of Prisons
CBFO (DOE)	Carlsbad Field Office
CBP (DHS)	Customs & Border Protection
CCR	Commission on Civil Rights
CDC/ATSDR (HHS)	Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry
CEQ	Council on Environmental Quality
CFTC	Commodity Futures Trading Commission
CIA	Central Intelligence Agency
CIS (DHS)	Citizenship and Immigration Services
CMS (HHS)	Center for Medicare & Medicaid Services
CNS	Corporation for National Service
CO (LOC)	Copyright Office, Library of Congress
CPSC	Consumer Product Safety Commission
CRIM (DOJ)	Criminal Division
CRT (DOJ)	Civil Rights Division
CSB	Chemical Safety and Hazard Investigation Board
CSOSA	Court Services and Offender Supervision Agency for DC
DA (DOD)	United States Army
DEA (DOJ)	Drug Enforcement Administration
DHS (main)	Department of Homeland Security
DIA (DOD)	Defense Intelligence Agency
DNFSB	Defense Nuclear Facilities Safety Board
DOC (main)	Department of Commerce
DOD (main)	Department of Defense
DOE (main)	Department of Energy
DOI (main)	Department of Interior
DOJ (main)	Department of Justice
DOL (main)	Department of Labor
DOS	Department of State
DOT (main)	Department of Transportation
EBSA (DOL)	Employee Benefits Security Administration
ED	Department of Education
EEOC	Equal Employment Opportunity Commission
EIB	Export-Import Bank
EOIR (DOJ)	Executive Office for Immigration Review
EOUSA (DOJ)	Executive Office for United States Attorneys
EPA (main)	Environmental Protection Agency
EPA-2	EPA Region 2
EPA-3	EPA Region 3

So are lots of acronyms



for display of growing flowers in room, on window-sill, etc.; dish of mixed vegetables. [F]

jar'gon¹ *n.* unintelligible words, gibberish; barbarous or debased language; mode of speech familiar only to a group or profession (*critics' jargon; scientific, law, jargon*); (arch.) twittering of birds; hence ~IC (-ǒ'n-), ~i'stic, *adjs.*, ~IZE (2, 3) *v.t. & i.* [ME, f. OF, of unkn. orig.]

jar'gon², **jar'gōō'n**, *n.* translucent, colourless, or smoky variety of zircon. [F, f. It. *giargone*, prob. ult. f. *as ZIRCON*]

jar'gonē'le *n.* early-ripening variety of pear. [F, dim. of prec.]

jarl (v-) *n.* (Hist.) Norse or Danish chief. [ON, orig.]



Just as Homebuilding Has its Own Language, the Federal Government Does, Too.

“Certificate of Occupancy”

“Sheathing”

“LVP”

“Dormers”

“Trusses”

“King Stud”

“P-Traps”

“CMUs”

“Sheer Wall”

“Overcurrent”



Where Do You Find Federal Grants?

Type in the Chat.

Grants.gov: The Amazon.com of Federal Grants

Find all your federal grants here.



Find all your favorite products here.



Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ED-GRANTS-030824-003	Office of Elementary and secondary Education (OESE): Office for School Support and Accountability: Competitive Grants for State Assessments (CGSA) program, Assistance Listing Number (ALN) 84.368A	ED	Posted	03/08/2024	05/22/2024
F24AS00295	F24AS00295 White-nose Syndrome Grants to States and Tribes - 2024	DOI-FWS	Posted	03/08/2024	05/08/2024
72030624RFI00005	Afghanistan Integrated Youth Activity	USAID-AFG	Forecasted	03/08/2024	
O-COPS-2024-172003	FY24 Tribal Resources Grant Program - Technical Assistance	USDOJ-OJP-COPS	Posted	03/08/2024	05/01/2024
DOT-IFACGP-FY2223-01	Innovative Finance and Asset Concessions Grant Program	DOT-DOT X-50	Posted	03/08/2024	05/10/2024
RFA-AA-24-004	Limited Competition: Alcohol-associated Hepatitis Clinical Network Integrated Treatment Clinical Trials Clinical Centers (U01-Clinical Trial required)	HHS-NIH11	Posted	03/07/2024	04/24/2024
PA-24-141	NIH Support for Conferences and Scientific Meetings (Parent R13 Clinical Trial Not Allowed)	HHS-NIH11	Posted	03/07/2024	01/07/2027
72011524RFA00003	Tuberculosis (TB) Bilateral Activity in the Kyrgyz Republic	USAID-KAZ	Posted	03/07/2024	04/22/2024
SFOP0010187	DRL Promoting an Inclusive West Africa (PIWA)	DOS-DRL	Posted	03/07/2024	05/07/2024
O-BJA-2024-172023	BJA FY24 Community Supervision Strategies	USDOJ-OJP-BJA	Posted	03/07/2024	04/29/2024
O-OJJDP-2024-172017	OJJDP FY24 Second Chance Act Youth Reentry Program	USDOJ-OJP-OJJDP	Posted	03/07/2024	04/15/2024

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Grant Program Notices:

FOA: Funding Opportunity Announcement

RFP: Request for Proposals

NOFO: Notice of Funding Opportunity

NOFA: Notice of Funding Announcement

Solicitation

We prefer “NOFO.”

VIEW GRANT OPPORTUNITY

ED-GRANTS-030824-003

Office of Elementary and secondary Education (OESE): Office for School Support and Accountability: Competitive Grants for State Assessments (CGSA) program, Assistance Listing Number (ALN) 84.368A

Department of Education

Department of Education

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

General Information

Document Type:	Grants Notice	Version:	Synopsis 5
Funding Opportunity Number:	ED-GRANTS-030824-003	Posted Date:	Mar 08, 2024
Funding Opportunity Title:	Office of Elementary and secondary Education (OESE): Office for School Support and Accountability: Competitive Grants for State Assessments (CGSA) program, Assistance Listing Number (ALN) 84.368A	Last Updated Date:	Mar 08, 2024
		Original Closing Date for Applications:	May 22, 2024 Applications Available: May 8, 2024. Deadline for Notice of Intent to Apply: April 8, 2024. Deadline for Transmittal of Applications: May 22, 2024. Deadline for Intergovernmental Review: July 22, 2024. Notice of Intent to Apply: The Department will be able

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility: 1. Eligible Applicants: SEAs, as defined in section 8101(49) of the ESEA, of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico, and consortia of such SEAs.

Additional Information

Agency Name: Department of Education

Description: Note: Each funding opportunity description is a synopsis of information in the Federal Register application notice. For specific information about eligibility, please see the official application notice. The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: <http://www.access.gpo.gov/nara/index.html>. Please review the official application notice for pre-application and application requirements, application submission information, performance measures, priorities and program contact information.

For the addresses for obtaining and submitting an application, please refer to our Revised Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the Federal Register on December 7, 2022.

Purpose of Program: The purpose of the CGSA program is to enhance the quality of assessment instruments and assessment systems used by States for measuring the academic achievement and growth of elementary and secondary school students.

Assistance Listing Number (ALN) 84.368A.

Link to Additional Information: [Office of Elementary and secondary Education \(OESE\): Office for School Support and Accountability: Competitive Grants for State Assessments \(CGSA\) program, Assistance Listing Number \(ALN\) 84.368A; Notice Inviting Applications for New Awards](#)

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DOT-IFACGP-FY2223-01	Innovative Finance and Asset Concessions Grant Program	DOT-DOT X-50	Posted	03/08/2024	05/10/2024
RFA-AA-24-004	Limited Competition: Alcohol-associated Hepatitis Clinical Network Integrated Treatment Clinical Trials Clinical Centers (U01-Clinical Trial required)	HHS-NIH11	Posted	03/07/2024	04/24/2024
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There are 15 Federal Executive Departments:

1. Department of Agriculture (USDA)
2. Department of Commerce (DOC)
3. Department of Defense (DOD)
4. Department of Education (ED)
5. Department of Energy (DOE)
6. Department of Health and Human Services (HHS)
7. Department of Homeland Security (DHS)
8. Department of Housing and Urban Development (HUD)
9. Department of the Interior (DOI)
10. Department of Justice (DOJ)
- 11. Department of Labor (DOL)**
12. Department of State (DOS)
13. Department of Transportation (DOT)
14. Department of the Treasury
15. Department of Veterans Affairs (VA)

In practice:

Tomorrow's session
will review two funding
opportunities from the
DOL/ETA.

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Department of Labor

Employment and Training Administration

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ED-GRANTS-030824-003	Office of Elementary and secondary Education (OESE): Office for School Support and Accountability: Competitive Grants for State Assessments (CGSA) program, Assistance Listing Number (ALN) 84.368A	ED	Posted	03/08/2024	05/22/2024
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Grant Program Dates:

Posted Date/Release

When the application period begins.

Forecasted Date

When the application “may” be released.

Close Date/Deadline

When the application is due.

Project Period

Length of the grant project.



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Questions?



What is a Federal Grant Program?

Federal grants are how our federal government funds non-profit, private sector, and state and local governments for **the services they provide to the public.**

Examples of Public Services:

- ❖ Advancing education and workforce training
- ❖ Providing safe and affordable housing
- ❖ Addressing public safety
- ❖ Protecting the environment
- ❖ Supporting medical research
- ❖ Providing family and child services
- ❖ Enhancing infrastructure
- ❖ Fostering economic development

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- ❖ Fostering economic development

The Federal Government awards HUNDREDS of BILLIONS of Dollars in Grants EACH year.

FY22 Appropriations Bill:

- ❖ \$9.8 billion to the DOL Employment and Training Administration to **support workforce training across multiple programs** including:
 - ❖ \$235 million for registered apprenticeships
 - ❖ \$50 million to community college training
 - ❖ Nearly \$1.8 billion for Job Corps
- ❖ A \$61 million **increase in funds for Career, Technical, and Adult Education** through the Department of Education

Example:
Workforce Training

Types of Federal Programs:



GRANT



LOAN



**COOPERATIVE
AGREEMENT**



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Questions?



Overview of a Grant Application

Grant Program Roles:

Lead Applicant

Partner

Sub-Awardee

Contractor

Consortium

Typical Checklist: Forms



- ❖ SF-424 Application for Federal Assistance
- ❖ SF-424A Budget Information for Non-Construction Programs
- ❖ Agency-specific application form
- ❖ Agency-specific budget form
- ❖ Agency-specific data form
- ❖ Lobbying disclosure form

Typical Checklist: Documents



- ❖ **Project description**
 - ❖ Information about the lead organization
 - ❖ Statement of need
 - ❖ Impact of the project
 - ❖ Information about the target population
 - ❖ Evaluation plan
 - ❖ Research (literature references)

- ❖ **Timeline/work plan**
- ❖ **Sustainability plan**
- ❖ **Budget and budget justification**
- ❖ **Resumes**
- ❖ **Partnership letters**

Partners are Key



Partners are Key



Agencies like to see that the community impacted by your project is in support of your project.

Consider:

- ❖ Nonprofit organizations
- ❖ Government agencies (local/state)
- ❖ Academic institutions
- ❖ Community-based organizations
- ❖ Businesses
- ❖ Foundations
- ❖ Professional associations
- ❖ Faith-based organizations
- ❖ Advocacy groups

Partners are Key



Examples:

- ❖ Local Chamber of Commerce
- ❖ City Council
- ❖ County Executive
- ❖ Local School District
- ❖ Local Boys and Girls Club
- ❖ Community College
- ❖ Technical School

Documents in a Grant Application



**MEMORANDUMS OF
UNDERSTANDING
(MOUS)**



**LETTERS OF
SUPPORT**



**LETTERS OF
COMMITMENT**

Data, Data, and More Data

Let's review the types of data you'll need for a grant application.



Tell a Story with Data

U.S. Census Bureau:

- ❖ Data Tables (population demographics, employment, poverty rates, household income, etc.) by city, county, state, region, U.S.

County Health Rankings and Roadmaps:

- ❖ Search by zip code, state, county, or city
- ❖ Life expectancy and chronic disease prevalence
- ❖ Societal & Economic factors
- ❖ Health behaviors
- ❖ Access to clinical care



U.S. Department of Labor: U.S. Bureau of Labor Statistics:

- ❖ Data Tool and Economic Releases
- ❖ Employment rates by city, county, state
- ❖ Job trends by industry

U.S. Department of Justice: Bureau of Justice Statistics:

- ❖ Drug use, prevalence, and activity by location
- ❖ Gang prevalence
- ❖ Crime rates by city, county, state

U.S. Department of Agriculture Economic Research Service:

- ❖ Socioeconomic indicators like poverty rates, population change, unemployment rates, and education levels across U.S. Counties
- ❖ Atlas of Rural and Small-Town America



Review of Today's Objectives:

- ✓ **Understand at a high level what federal grant programs are.**
- ✓ **Learn the common elements of a federal grant application.**

Tomorrow We Will Apply What Was Learned:

- ✓ Review current Department of Labor (DOL) grant programs that may benefit your organization.
- ✓ Walk through how to read a Notice of Funding Opportunity (NOFO).

Future Training Sessions

- April 23: Best Practices in Writing
- April 30: YouthBuild Grant (advanced learning opportunity)

Put in the chat:

What are your largest pain points in considering federal grants?
What things are you unsure of about federal grants?



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Questions?

