

# Grant Writing Strategies

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# Grant writing plan

- Determine eligibility
- Timeline & Workback plan
- VSHSL supports: Information session/Bidders conference & Technical Assistance support
- Start application
- Create content
- Create budget
- Submit early

# Am I eligible?

## III. Eligibility

Applications meeting the requirements of this RFP will be accepted from any legally constituted entities that meet the following conditions:

- Have a current Washington State Business License (UBI#).
- Have current 501(C) (3) tax exempt status, if your organization is nonprofit.
- Have Tax ID number/employer identification number (EIN) to facilitate payments from King County to the provider.

## **Focus Population(s)**

Focus populations for this investment opportunity include seniors (persons 55 and older) and people with disabilities who reside in King County who may experience additional barriers to accessing in-home care because of isolation or marginalization due to factors relating to: LGBTQ status, being persons of color, being immigrants and refugees, speaking a language other than English, and veteran status.

There is not an income eligibility criteria for this program. However, the service should focus on those with lower incomes and the most needs.

# Timeline & Workback Plan

<b>RFP Issued</b>	<b>January 10, 2023</b>
<b>Information Session Webinars</b> Session 1: <a href="https://kingcounty.zoom.us/j/81717208480">https://kingcounty.zoom.us/j/81717208480</a> Session 2: <a href="https://kingcounty.zoom.us/j/87231244825">https://kingcounty.zoom.us/j/87231244825</a> <b>Note:</b> Both sessions will have the same content.	Session 1: January 19, 2023, 3 - 4 p.m. Session 2: January 26, 2023, 3 - 4 p.m.
<b>Program Budget Development 101</b> Session: <a href="https://kingcounty.zoom.us/j/84476346875">https://kingcounty.zoom.us/j/84476346875</a>	February 8, 2023, 10- 12 p.m.
<b>Final day to initiate request for technical assistance</b>	February 13, 2023
Final day to submit questions via ZoomGrants	February 16, 2023
<b>Proposals due</b>	<b>February 21, 2023 by 5:00 p.m.</b>
Responses reviewed and rated	February 27, 2023 through March 17, 2023
<b>Interviews with Applicants (if requested by review panel)</b>	March 20, 2023 through March 31, 2023
Notification of selected and non-selected applicants	April 2023
<b>Contract negotiations with selected applicants</b>	April-May 2023
Anticipated program/contract start date	July 1, 2023

# VSHSL supports

## Information session/Bidders conference

- Go through entire process from determining eligibility to submission
- Walk through grant platform
- Answer specific questions you have on using data, content, budget, etc.

## Technical Assistance (TA)

- Free support for those applying to the grant
- Help determine eligibility/fit
- Can edit, comment, provide guidance for narrative and budget
- *Will not write the grant for you*

## Start the application

- Register in Grant Platform
- Block out time
- Gather documents/information
- Review criteria
- Build skeleton (in Word first!)



## Community Needs, Engagement, and Partnership

### HIGH

The proposal explains how the organization is embedded in and engaged with the populations served

- Organization clearly identifies the community strengths and the needs the program will address
- The organization has provided information that highlights they are trusted and rooted in the communities they serve

Clearly identifies the community need(s) this proposal intends to address and outlines how the program will advance racial equity in the community

### LOW

Application does not demonstrate strong ties to the communities being served

Proposal does not meet a need in the community  
Proposal does not describe how the program will advance racial equity in the community

### POINTS

25

25



# Skeleton

1. What is your mission and vision? (xx/300 words)

XYZ Organization's mission is...

Our vision is...

1. What is your mission and vision? (249/300 words)

Our mission is to prevent interpersonal violence through healthy relationships education.

Our vision is a world where women and girls feel safe no matter where they are.

**8. Organizational Presence in Rural King County:** Describe the organization's history and experience providing behavioral health programming in rural or unincorporated areas of King County. Include approximate year(s) of service in rural communities, approximate number of individuals served annually, and any partnerships involved. (xxx/2500 characters)

XYZ's history is...

Our experience providing behavioral health programming in rural King County is as follows:

- (sometimes in grant platforms, bullets are not allowed, so know this before you include fun formatting)

We have XX years of service and have supported XX individuals annually.

Our partnerships include...

# Content

- Organizational description
  - Mission, Vision, Values, History
- Project Description
  - Goals, objectives, activities, outcomes, population served
- Workplan
- Sustainability
- Organizational Capacity
- Equity & Inclusion
- Budget
- Fiscal Management

## Content tips

- Answer the question exactly
- Answer each and every question
- Don't use jargon or abbreviations or acronyms, unless you tell the reader what they are first
- Focus on impact/qualifications
- Focus LESS on organizational need
- Data & Storytelling



# Data

## Highlight your needs statement:

- 50% of 18 year olds are not planning to vote in the next Presidential election.

## Show increase in services (as part of need):

- From 2020 - 2022, there was a 57% increase of calls on the domestic violence hotline.

## Show where you are now:

- We have four weekly support groups supporting 150 LGBTQIA youth.

## Show where you can go:

- With hiring 1.0 FTE Psychologist, an additional 25 people per quarter will receive free therapy.

# Storytelling

**10. Community Need:** Describe the community priority (need) you are seeking to address. (xx/6500 characters)

*“I truly thought that I was alone and that no one could help until I met the case managers at You & Family Services. Building a relationship with them was the hardest thing I had to do. And a lifeline.”* Judy (name changed for privacy)

Within the town limits of Pleasantville, parents & guardians like Judy are trying their very best to support children who suffer from clinical depression. In the 2022 Health Youth Survey, 75% of Pleasantville 10th graders said that they had felt sad more than half of each week.

**12. Community Engagement:** To what extent have you included the community you are trying to serve in the design of your project or program?

(xx/6500 characters)

*“They stand by me every step of the way.”*

**13. Partnerships:** Are there other agencies doing similar work? If so, do you work together and how? (xx/1000 characters)

*“Through our local social services network, we are able to identify emerging trends and meet the needs of our community in a more holistic way. And, we are able to make sure we don’t duplicate services!” Community Care Network*



# Budget

- Read about the funding range
- Budget template
- Look at the budget template early!

### **BUDGET AND FISCAL (10 Points)**

- Budget is complete, aligns with proposed activities and takes into account the full scope of funding needed to support the (ask of the RFP)
- Application addresses fully and transparently questions related to management or accounting of government funds, audit findings, and its financial management system. Application includes information on capacity development or mitigation strategies to ensure sound stewardship and management of funds.

# Budget

## BUDGET INSTRUCTIONS

Applicants are expected to estimate and develop an initial budget covering proposed goals, activities, and outcomes. Contracts awarded under this RFP are anticipated to begin **January 1, 2021**. **In light of the different funding amounts for 2021 compared to annual amounts for 2022-2023, the budget template asks applicants to provide both an initial funding request for calendar year 2021 as well as an annual funding request for calendar years 2022-2023.**

Applicants should think holistically and realistically about the costs associated with their proposed program model and do their best to estimate these costs in the proposed budget. Once awarded funding, organizations will have an opportunity to adjust the budget during the procurement/contracting process.

**Please complete this budget excel booklet, noting that there are five tabs total (excluding this instruction tab). Complete the following five tabs (mandatory):**

- **First-Year Personnel Detail Budget**
- **First-Year Program Budget**
- **Annual Personnel Detail Budget**
- **Annual Program Budget**
- **Total VSHSL Funding Request: complete the narrative section**

*Note: Some of the information from the First-Year Personnel Detail and Annual Personnel Detail tabs will flow into the First-Year Program Budget and Annual Program Budget tabs. Information from these four tabs will flow into the fifth tab, the Total VSHSL Funding Request tab.*

**FIRST-YEAR PERSONNEL DETAIL**

<b>Organization Name</b>	
<b>Program Name</b>	

Position Title	Annual Base Salary	FTE*	% of Time Attributable to the Project	Total Salary Attributable to the Project	Salary Paid By Other Revenue Sources
				\$ -	
				\$ -	
				\$ -	

**INSTRUCTIONS:**

Input the annual salary, including benefits, for each position in Column B. This is the annualized full time equivalent base rate for the position title listed.

Indicate the number of FTE in that position in Column C using decimal points for less than or more than 1 FTE. For example:

- o If one person holds that position and is half-time in that position, you would indicate 0.5 in Column C.
- o If two people held the position, each as half-time, you would indicate 1.0 in Column C. Or if two people held the same position as full time you would indicate 2.0 in Column C.





	<b>Total Requested VSHSL Funding 2021-2023</b>
Salaries and Benefits	\$ 116,000.00
Operating Costs	\$ 72,000.00
Transportation	\$ 500.00
Translation and/or Interpretation	\$ 1,200.00
Consultants/Sub-Contractors	\$ -
Administrative Costs	\$ 12,000.00
Staff Training	\$ 3,000.00
Other	\$ -
<b>Total Expenses</b>	<b>\$ 204,700.00</b>

### **BUDGET NARRATIVE - *required***

Use the space below to provide any additional narrative information about your proposed first-year/ ramp-up (if relevant) and annual budget. This section is an opportunity for you to describe how first year funds will be used to stand up this program within your organization, including new FTEs that you would hire as a result of creating or expanding this program and explanations for FTEs less than 1 and/or less than 100% time attributable to this project, and any additional context about your annual budget.

Early childhood education associate – 1.0 FTE x \$69,000. The Early Childhood Education Associate will be present at each weekly session with families and develop tailored curriculum and support services for each family.

Case Manager – 1.0 FTE x \$73,000. The Case Manager will oversee each family's support services and manage all referrals.

Bookkeeper – 1.0 FTE x \$70,000 x 15% of time. Fiscal management of project funds.

Operating Costs - \$72,000. Rent + utilities = \$2,000/month. New workbooks for participants and staff = \$2,000. Weekly materials, child care for parent sessions, and snacks = \$2,000/month.

Transportation - \$500. This will pay for 50 bus passes for 100 families to be able to access in-person family support services.

Translation/Interpretation - \$1,200. While our staff and majority of participants speak Spanish, we want to be able to support non-Spanish speaking families should the need arise.

Administrative costs \$12,000. Shared printer and IT costs = \$1000/month x 12 = \$12,000

Staff training - \$3,000. The Early Childhood Education Associate and the Case Manager will be trained in New Fantastic Model. Training costs \$1500 each.

# Tips!

- **Start early**
- **Read the whole thing, highlight, read again!**
- **Build in extra time**
- **Read the FAQs whenever they come out**
- **Utilize TA support**





Submit  
EARLY!!!!

## Grant writing process

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Questions?



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