

Preparing a Winning Grant Application:

What to do

BEFORE

DURING and

AFTER

writing your proposal

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BEFORE



Which steps will greatly help you before your grant writing experience?

PLANNING

BEFORE

Are you ready?

Mission

Vision

Organization objectives

Who are your clients

Which are their needs

Organizational experience

Results (How many you served?)

Impact

Resources (financial, physical and professional)

Partners/collaborations

Why are you applying?

Identify what you need money for

Collect data and USE IT!!!

Adapt your project to the grant announcement

Develop a strategic plan

Team up

Make sure you are registered



BEFORE: HOUSEKEEPING





Know your funder

- Research possible funding opportunities
- Stay informed
- Find out what others are doing
- Be aware of the public policy
- Do not wait for the announcement
- Act, do not react...

BEFORE

- Step 1 – Read the RFP synopsis at [grants.gov](https://www.grants.gov)
 - ✓ Eligibility
 - ✓ Expected number of awards
 - ✓ Award ceiling
 - ✓ Deadline
- Step 2 - Download the application instructions/
 - ✓ **READ & STUDY**
 - ✓ **Team up**
 - ✓ Highlight details
 - ✓ Check for specifics
 - ✓ Request notifications
 - ✓ Check the eligible activities
 - ✓ Budget
 - ✓ SPOC requirement
- Step 3 - Download the application



Eligibility

Eligible Applicants:

- Native American tribal governments (Federally recognized)
- State governments
- Private institutions of higher education
- City or township governments
- County governments
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Additional Information on Eligibility:

Additional Information

Agency Name: Office on Violence Against Women

Description: The United States Department of Justice, Office on Violence Against Women (OVW) (www.ovw.usdoj.gov) is pleased to announce that it is seeking applications for the Fiscal Year 2015 Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Assistance Program. This program furthers the Department's mission by supporting projects designed to address and prevent sexual assault, domestic violence, dating violence, and stalking in rural jurisdictions.

Link to Additional Information: [OVW FY 2015 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program](#)

Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

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Document Type:	Grants Notice
Funding Opportunity Number:	OVW-2015-4037
Funding Opportunity Title:	OVW FY 2015 Rural Sexual Assault, Domestic Violence, Dating Violence and Stalking Program
Opportunity Category:	Discretionary
Funding Instrument Type:	Grant
Category of Funding Activity:	Health Housing Law, Justice and Legal Services
Category Explanation:	
Expected Number of Awards:	40
CFDA Number(s):	16.589 -- Rural Domestic Violence, Dating Violence, Sexual Assault, and Stalking Assistance Program
Cost Sharing or Matching Requirement:	No
Posted Date:	Jan 21, 2015
Creation Date:	Jan 27, 2015
Original Closing Date for Applications:	Mar 4, 2015
Current Closing Date for Applications:	Mar 4, 2015
Archive Date:	Apr 3, 2015
Estimated Total Program Funding:	\$33,000,000
Award Ceiling:	
Award Floor:	

DURING

SMART OBJECTIVES

S(pecific) –

who, what, where and when

M(easurable)-

express in numbers or results

A(chievable)-

strong sense of achievement

R(ealistic)-

possible to obtain the change

T(ime-bound)-

when the change will happen

DURING



WORK ON YOUR PROJECT DESCRIPTION

- ✓ Use the guide
- ✓ Answer the criteria require on each section using bullets
- ✓ Follow the instructions
- ✓ Statement of Need
- ✓ Description of the strategy and methodology to be used

DURING

S.M.A.R.T.



- ✓ Description of the available resources
- ✓ Goals and Evaluation
- ✓ Write a narrative
- ✓ English language level
- ✓ Do not assume they know your organization
- ✓ Use statistics from reliable sources
- ✓ Use S.M.A.R.T objectives

AFTER

- Team's expectations, what is allowed and what's not
- Acknowledge potential risks
- Know your internal procurement process
- Plan for the future: what to do when funding will no longer be available/Diversify your sources
- Which federal regulations apply to your grant?
- Everything must be in writing

HINTS/RECOMMENDATIONS

- Watch your writing
- Follow the instructions
- Use the format
- Make sure your information is complete
- Stick to the page limit
- Don't wait to the last minute
- Avoid excessive redundancy
- Watch for ambiguity, lack of precision
- Avoid excessive use of jargon and acronyms
- Don't bore the reader, be concise!

THANK YOU!!

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