



Everything You Wanted to Know (This Year) About Federal Grants: Tips and How-To's

NCHN Spring Meeting
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Information on Funding Availability

- Federal Register:
<http://www.gpoaccess.gov/fr/index.html>
- Catalog of Federal and Domestic Assistance (CFDA):
<http://12.46.245.173/cfda/cfda.html>
- <http://www.hhs.gov/grantsnet/>
- <http://grants.gov/>



Resources

- HRSA Preview:
<http://www.hrsa.gov/grants/preview/default.htm>
- AHRQ: <http://www.ahrq.gov/fund/grantix.htm>
- CDC:
<http://www.cdc.gov/od/pgo/funding/grantmain.htm>
- NLM: <http://www.nlm.nih.gov/grants.html>



Resources

- Rural Health Network Technical Assistance Program:
<http://networkassist.ruralhealth.hrsa.gov>
- Rural Assistance Center:
<http://raconline.org>
- RAC Grantwriting:
http://www.raconline.org/info_guides/funding/grantwriting.php



Initial Proposal Development

- Developing the Idea
 - Don't chase funding...
 - Don't try to “make it fit”
 - Check for duplication of effort in your area
- Community Support
 - Bring the right people to the table
 - Letters of support from key stakeholders



Initial Proposal Development (cont)

- Identify your Funding Resource
 - Call for grant application kit
 - Use grants management offices and other federal staff as resource
 - Be aware of application deadlines and that they have the potential to change



Writing the Grant

- Components:
 - Proposal Summary
 - Introduction of Organization
 - Problem Statement/Needs Assessment
 - Project Objectives
 - Methods
 - Evaluation
 - Future Funding/Long Term Planning
 - Budget



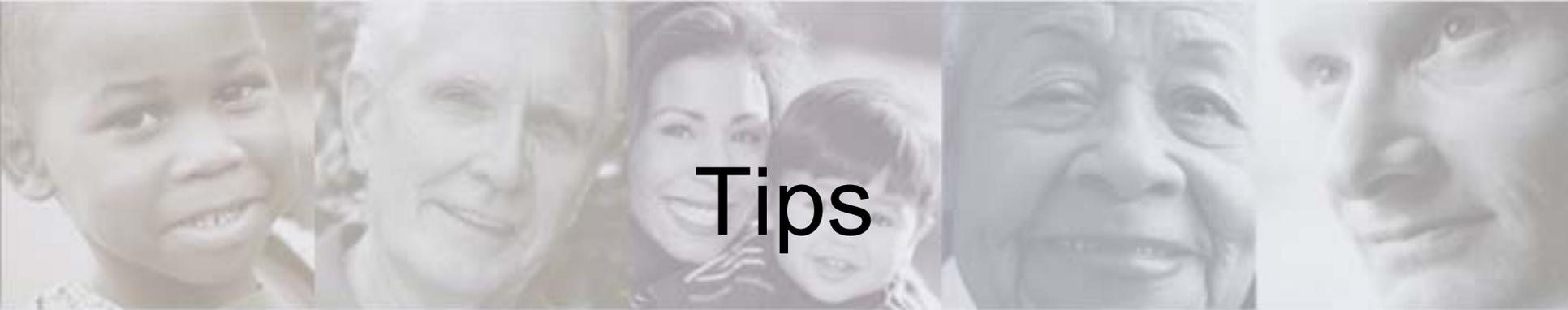
Who is going to write it?

- Cost/benefit of having internal capability on staff...
 - Salary costs
 - Use for development
 - Capacity building
- If you go outside.....hire someone successful and ethical!



The Biggest Mistakes..

- Spelling and Grammar
- A budget that doesn't add up
- A program that doesn't seem realistic
- Using jargon
- Not reading the guidance carefully
- Not following page guidelines



Tips

- Don't use old needs assessments
- Sustainability after the grant is key!
- Be specific in the evaluation
 - Allow for feedback into the process
 - Have clear and measurable objectives
 - Develop process and outcome measures



Grant Review Panels

- Process varies by agency, but grants are typically read by 2-3 separate reviewers.
- Reviewers:
 - “Luck of the draw”
 - May not have a full understanding of the program
 - May not have read your grant until that morning
- Don't assume that they know what you are talking about!



Scoring of Proposals

- Proposals can immediately be thrown out for nonresponsiveness (missing a section, not following directions)
- After that....reviewers independently score based on evaluation criteria in guidance



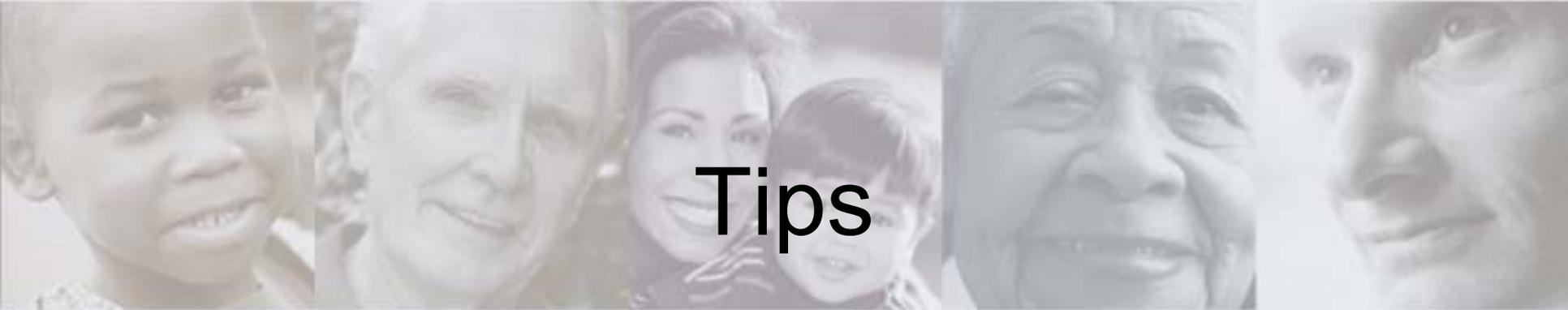
Example: 2005 RHND guidance

- **1) Need – 10 Points** – problems, circumstances or opportunities that will be addressed through grant
- **2) Response – 35 Points** – goals and objectives of grant
- **3) Evaluative Measures – 10 Points**
- **4) Impact – 10 Points** - community benefit
- **5) Resource/Capabilities – 15 Points** - organizational capability
- **6) Support Requested – 15 Points** – budget
- **7) Specific Program Criteria – 5 Points** – addressing specific needs (oral, mental, telehealth, etc)



So...Keep Your Audience in Mind

- The reviewers only have the information you give them
- Make sure the application is clear and “reasonable”



Tips

- Read the guidance carefully....
 - If they ask you for something, give it to them on a silver platter in **BOLD**
 - Look for the little things...
 - How do they want the response formatted?
 - Check the number of copies
 - **IMPORTANT:** Match your level of effort to the percentage of points that a section is allotted.



More Tips..

- Include your DUNS number
- Start preparing early....don't wait until the last minute!
- Make sure information is consistent
- Get two pre-reviews – inside and outside of the network



If You Don't Win.....

- Take the comments from the grant review seriously
- Utilize them when you **APPLY AGAIN**
- When you resubmit...
 - Say that this is a revision of a previous grant
 - Note how you are using comments



The Best Learning..

- ...is to serve on a grant review panel yourself.
- To maximize the benefit - make sure that review panel is relevant to your organization.
- To serve on a HRSA review panel..
 - <https://grants.hrsa.gov/webReview/>



The Best Learning..

- ...is also to read a successful grant application.
- File a Freedom of Information Act request
 - Health Resources and Services Administration (HRSA)
Freedom of Information Officer
Room 14-45, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857
Phone: 301-443-2865
- Ask a friend...



Grantwriting Workshops

- Local universities
- The Foundation Center
- State Office of Rural Health



What Else?

- Your tips
- Thoughts
- Questions?

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