



Grant Writing 101

Understanding the Basics

Tracy Beidleman • Director of Grants

- 01** GETTING STARTED
- 02** SUCCESSFUL GRANT WRITING TIPS
- 03** DEVELOPING THE IDEAS
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GETTING STARTED

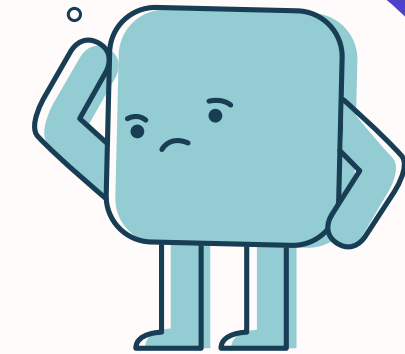


TERMINOLOGY

- Code of Federal Regulations (CFR)
- Federal Register (FR)
- Grants Advisory Committee (GAC)
- Letter of Inquiry (LOI)
- Notice Inviting Application (NIA)
- Notice of Funding Opportunity (NOFO)
- Request for Applications (RFA)
- Request for Proposals (RFP)

UNDERSTANDING...

SUPPLEMENT VS. SUPPLANT



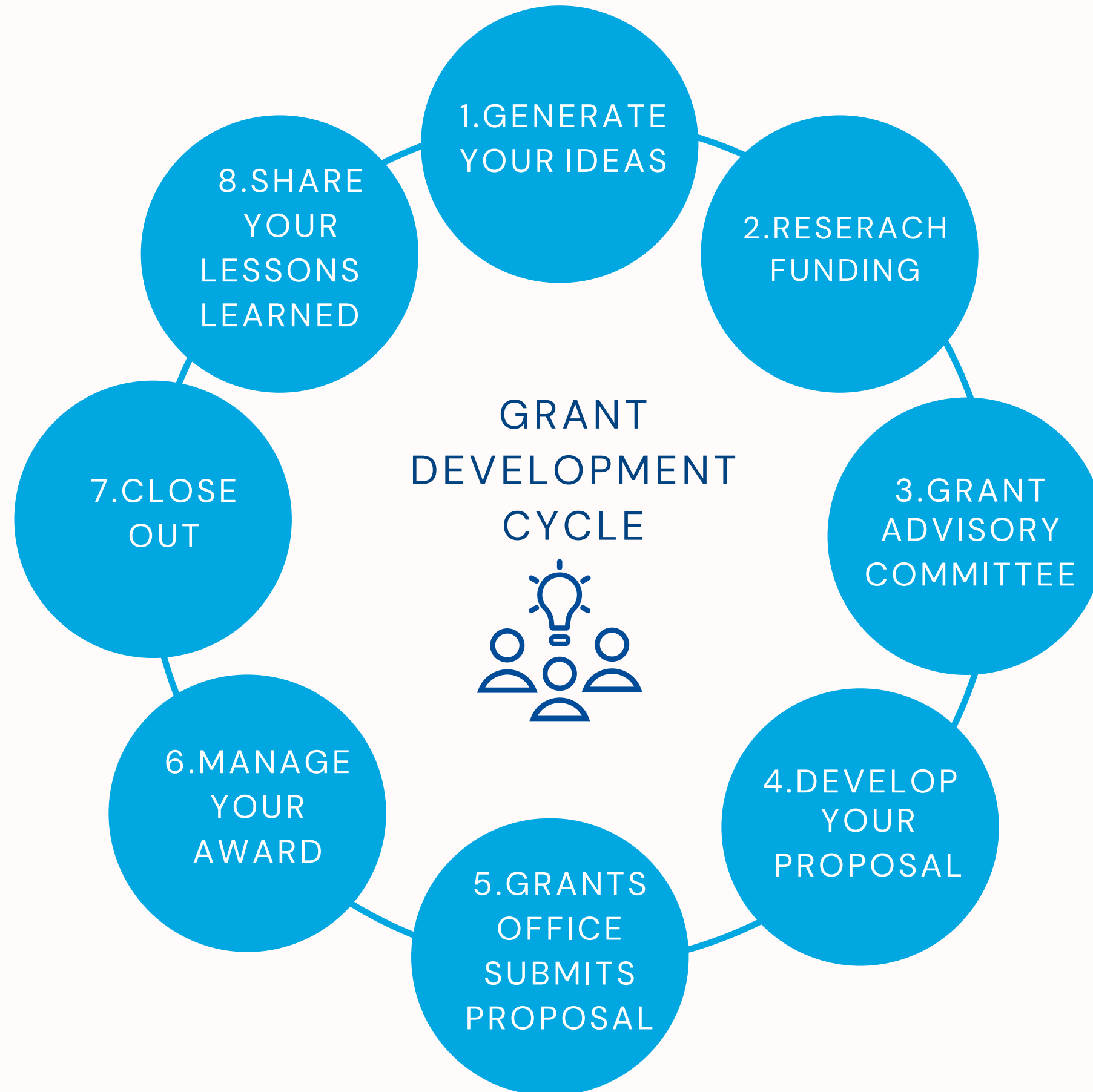
SUPPLEMENT

Funds must supplement (increase, add to, enhance, expand, or extend) the programs and services offered with federal, state, and local funds

SUPPLANT

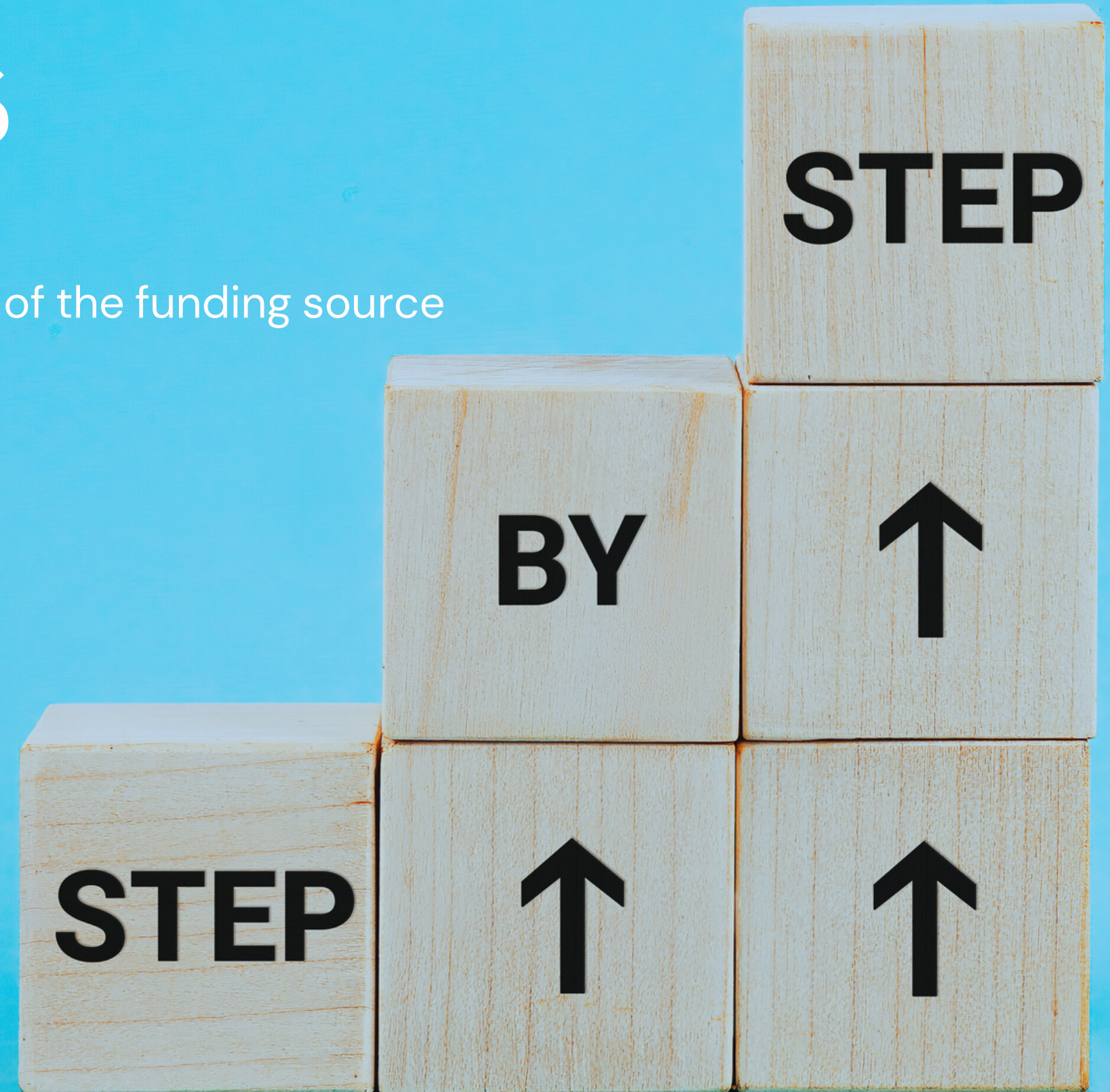
Funds are not permitted to be used to supplant (take the place of, replace) the federal, state, and local funds used to offer those programs and services

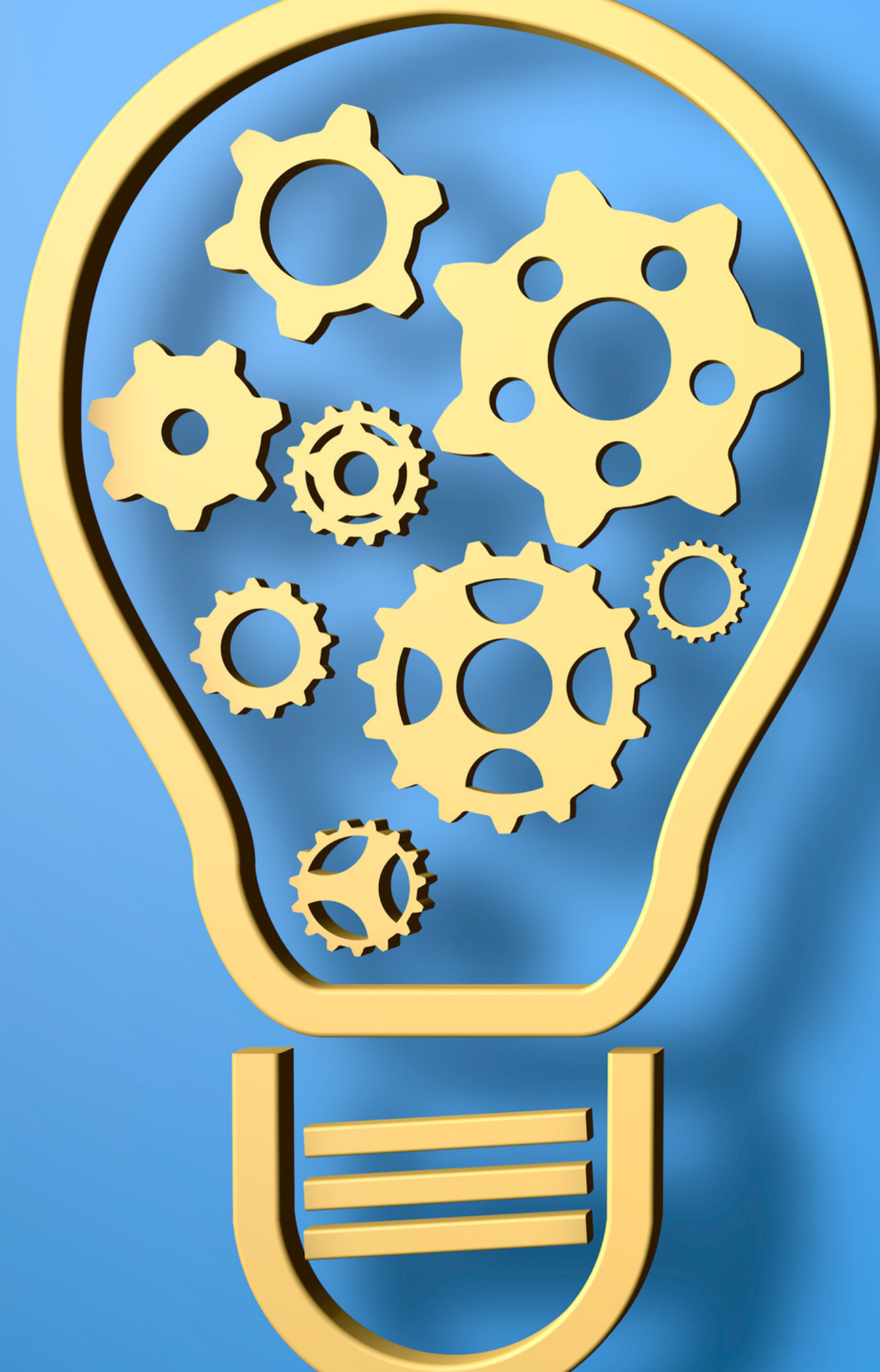
GRANT DEVELOPMENT LIFECYCLE



SUCCESSFUL GRANTWRITING TIPS

- Become familiar with the program requirements
- Determine if the program is aligned with the mission/goals of the funding source
- Tell your story
- Pay attention to the details
- Seek feedback
- Be concise
- Use visual aids – charts, tables, maps, and graphs
- Convey enthusiasm
- Provide sufficient details for evaluation
- Use active language





DEVELOPING THE IDEA

- What is the goal of the project/program/initiative?
- What is the innovation/transformational value of the proposal?
- Who will it serve?
- What is the impact to the college community? Students
Faculty? Staff?
- What are the intended outcomes of the project? Resources?
- What happens when the grant funding concludes?
-

RESEARCHING THE FUNDING SOURCES

GRANTS.GOV

**GRANTS.GOV IS DESIGNED
TO ENABLE FEDERAL
GRANT-MAKING AGENCIES
TO CREATE FUNDING
OPPORTUNITIES AND
APPLICANTS TO FIND AND
APPLY FOR THESE FEDERAL
GRANTS**



FEDERAL • STATE • LOCAL



SMC.EDU / GRANTS

Grant Development And Management

SMC Grant Seeking Process

[Finding a Grant Funding Opportunity](#)

Getting Started on Your New Grant

Grant Resources

Current Grant Projects

Forms

Clearinghouse and Regulations

www.grants.gov -- This is the government clearinghouse for all federally-funded grant opportunities. Each of the federal agencies will post available grant opportunities at this site.

[Federal Register](#) -- The Office of the Federal Register of the National Archives and Records Administration , and the U.S. Government Publishing Office jointly administer the FederalRegister.gov website. This website was developed to make it easier for citizens and communities to understand the regulatory process and to participate in Government decision-making.

Federal Granting Agencies

[Environmental Protection Agency \(EPA\)](#) -- Every year, EPA awards more than \$4 billion in funding for grants and other assistance agreements. From small non-profit organizations to large state governments, EPA works to help many visionary organizations achieve their environmental goals. With countless success stories over the years, EPA grants remain a chief tool to protect human health and the environment.

RESEARCHING: GRANT CRITERIA

- College or Foundation 501(c)(3)
- Institutions of Higher Education, Community College?
- Hispanic Serving Institutions/Minority Serving Institutions?

← WHAT IS THE ELIGIBILITY CRITERIA?

- What are the eligible/ineligible activities?
- When is the deadline to submit?
- What is the period of performance?
- What is the process to submit?

← WHAT ARE THE REQUIREMENTS?

- Attend the Pre-Bidders Conference
- Participate in Webinars
- Review prior grant awards from the specific funding agency
- Contact Program Manager

← WHAT ARE THE RESOURCES?

WHAT IS THE GOAL? →

- What is the purpose of the grant program?
- What are the priorities of the program?
- How does your project align with the goals of the grant proposal?


WHAT IS THE AWARD RANGE? →

- What is the total program funding?
- What is the minimum/maximum award?
- What is the average size of the award?
- How many awards are planned?
- What is the earliest the funding will be available?
- Is a match source required?

SAMPLE GRANT NOTICE

SAMPLE DEPT OF ED NOTICE INVITING APPLICATIONS

U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Washington, DC 20202



Fiscal Year 2022
Application for Grants Under
Basic Needs for Postsecondary Students Program
CFDA # 84.116N

Form Approved
OMB No. 1894-0006
Expiration Date: 02/29/2024

CLOSING DATE: OCTOBER 3, 2022

1

COMPETITION HIGHLIGHTS

On December 21, 2020, the Congress passed the Consolidated Appropriations Act, 2021, which included the Department of Education Appropriations Act 2021. This appropriations act included the Basic Needs for Postsecondary Students Program which is designed to provide grants to eligible institutions of higher education (IHEs) to support programs that address the basic needs of students and to report on practices that improve outcomes for students.

1. This application booklet contains detailed instructions for every required component of your application. It also includes an Application Checklist for your convenience.
2. Basic Needs for Postsecondary Students Program Fiscal Year (FY) 2022 applications must be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require 5 or more days to complete. Refer to the "Grants.gov Submission Procedures and Tips for Applicants" found within this application package. The requirements for obtaining an exception to the electronic submission requirement are included in the FY 2022 Basic Needs Federal Register Notice. If you think you may need an exception, you are urged to review the requirements promptly.
3. Please note that you must submit your application by **11:59:59 p.m. (Eastern Time)** on or before the application deadline date of October 3, 2022. Late applications **will not be accepted**. We suggest that you submit your application several days before the deadline. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
4. The Notice Inviting Applications (NIA) published in the Federal Register contains two absolute priorities and one competitive preference priority.
 - a. **Absolute Priorities:** We consider only applications that meet each of these priorities. These priorities are:
 - Absolute Priority 1--Strengthening Cross-Agency Coordination and Community Engagement to Advance Systemic Change.** Projects that are designed to take a systemic evidence-based approach to improving outcomes for underserved students through one or more of the following priority areas:
 - (a) Coordinating efforts with Federal, State, or local agencies, or community-based organizations, that support students, to address two or more of the following:
 - (1) Food assistance.
 - (2) Housing.
 - (3) Transportation.
 - (4) Health, including physical health, mental health, and behavioral health and trauma.
 - (5) Child care.
 - (6) Technology.
 - (b) Conducting community needs and asset mapping to identify existing programs and initiatives that can be leveraged, and new programs and initiatives that need to be developed and implemented, to advance systemic change.

GRANT APPROVAL PROCESS

SMC GRANT-SEEKING PROCESS

Snapshot of SMC Website

Grant Development And Management

SMC Grant Seeking Process •

Finding a Grant Funding Opportunity

Getting Started on Your New Grant

Grant Resources

Current Grant Projects

Forms

GAP Form

Grants Approval Process Description

The Grant Approval Process (GAP) form is a framework designed to gain institutional support and pre-approval for your grant proposal early in the development process, prior to submission to a potential funding agency. The GAP form has been designed to ensure proposed projects are aligned with institutional priorities, are appropriate and feasible based on capacity and resources, and have the support required for success once funded. Only applications that have received pre-approval through this process should be submitted to a funding agency for consideration.

Steps to Take When Applying for a Grant

Step 1: Plan for Your Proposal

Discuss your idea with your instructional dean or program lead. This is an important first step, as all grants require the support of the department head that will oversee the grant. Individuals cannot submit institutional grants; they must be submitted by the department that is responsible for their success.

As you discuss your grant idea with your dean or lead, please remember that thoughtful pre-planning is necessary for successful implementation. Grant planning is very similar to new program planning and many factors must be considered as you move forward with your idea. You may consider using the Grant Approval Process form to guide your planning and conversations.

While considering your grant idea, please contact the Grants Office at x4180 or grantsoffice@smc.edu for a brief scoping meeting. This is the opportunity for the Grants Office to hear your idea, obtain and review grant requirements, ask questions for clarification, and share information about the review process prior to the submittal of the GAP form to the Grants Advisory Committee (GAC).

Step 2: Identify Potential Funders

Identify one or more potential sources of funding. If you have not already done so, there is a list of Prospect Research tools on the [Grants Office site](#) that may be useful. Please note that funding sources must be able to comply with Generally Accepted Accounting Principles (GAAP), as the District is required to comply with these accounting rules and standards as a part of its financial reporting.

GAC STEP-BY-STEP

Grant Advisory Committee Review and Approval Process

AREA VP

Review and concurrence of proposed project goals, objectives, and outcomes, resources and overall alignment with District and department goals and priorities.

1



VP BUSINESS AND ADMINISTRATION

Review and concurrence of proposed budget to verify costs for personnel resources, facilities, maintenance, and other financial obligations required by the District to ensure fiscal accountability and compliance with Generally Accepted Accounting Principles (GAAP).

2



COMMITTEE

Review and approve the concept of the proposed projects, the impacts to the District, and alignment with the District's mission and goals .

3



GRANTS OFFICE

Implements the decisions of the Committee and coordinates with the Project Requestor through the review process.

4



District Mission, Policies and Priorities

District mission, policies goals, and priorities serve as the foundation for the proposed projects and the outlay of District resources and finances.

DEVELOPING THE PROPOSAL

DEVELOPING THE PROPOSAL

Step 1: Content and Form of Application

In general, your application must include:

- Project Narrative
- Project Budget
- Project Timeline

Application may also include:

- Abstract
- Absolute Priorities
- Management Plan
- Project Evaluation
- Letters of Support and/or Collaboration

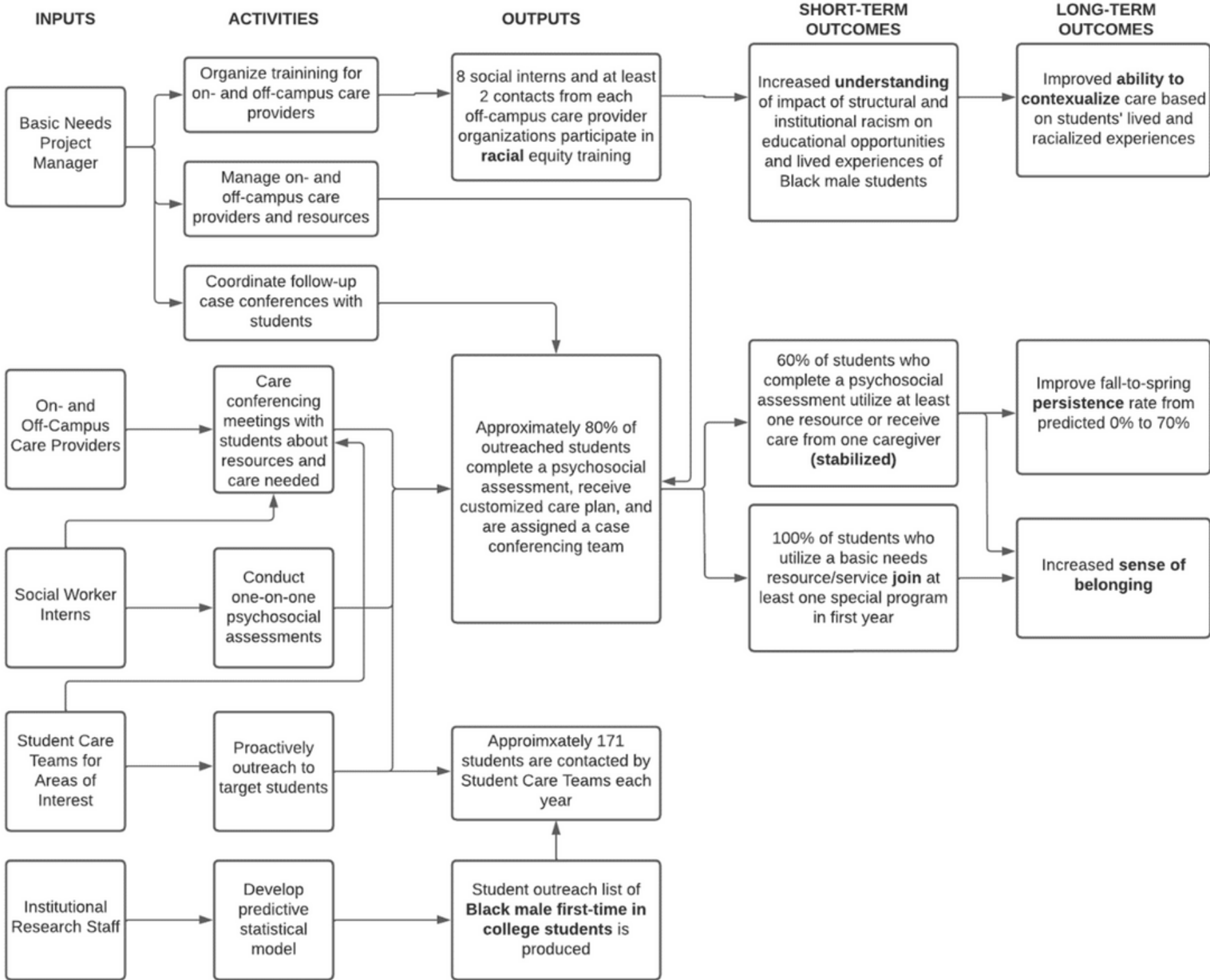
Step 2: Developing the Narrative

Project Narrative should be:

1. Clear
2. Concise
3. Compelling
4. Reflect an “innovative” or “Transformative” Concept
5. Include Measurable Outcomes
 - a. Rational tied to Logic Model

LOGIC MODEL EXAMPLE

Post Secondary Basic Needs Grant Logic Model



SAMPLE SCORING RUBRIC

UNDERSTANDING THE U.S. DEPARTMENT OF EDUCATION'S SCORING SYSTEM

Selection Criteria	Maximum Points
Need for the Project	(20 Points)
Quality of the Project Design	(25 Points)
Quality of Project Services	(30 Points)
Quality of the Management Plan	(15 Points)
Quality of the Project Evaluation	(10 Points)
Sub Total	100 POINTS
Absolute Priority 1	(0 Points)
Absolute Priority 2	(0 Points)
Competitive Priority	(Up to 10 Points)
Total	(Up to 110 Points)



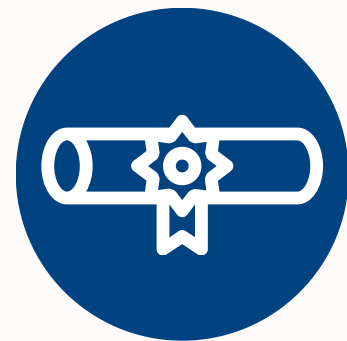
UNDERSTANDING THE SCORE- NSF

All NSF Proposals are evaluated through use of two National Science Board approved merit review criteria:

Intellectual Merit: The Intellectual Merit criterion encompasses the potential to advance knowledge; and

Broader Impacts: The Broader Impacts criterion encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

Additionally, the following elements *should be considered in the review for both criteria:



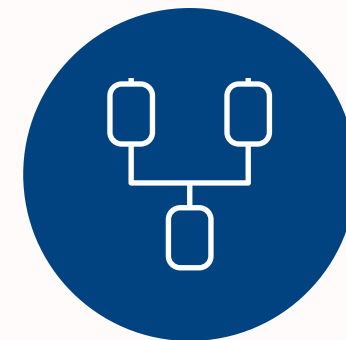
What is the potential for the proposed activity to **advance knowledge and understanding within its own field** or across different fields; and Benefit society or advance desired societal outcomes



To what extent do the proposed activities **suggest** and explore creative, original, or potentially **transformative concepts**?



How **qualified** is the individual, team, or organization to conduct the proposed activities?



Are there **adequate resources** available to the PI (either at the home organization or through collaborations) to carry out the proposed activities?



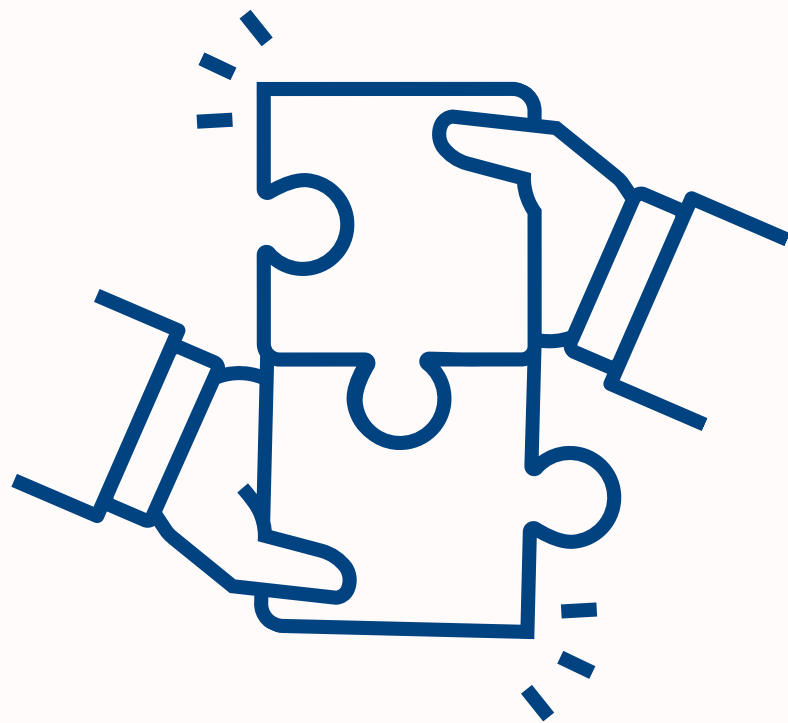
Is the plan for carrying out the proposed activities **well-reasoned, well-organized, and based on a sound rationale**? Does the plan incorporate a mechanism to assess success?

PARTNERSHIPS & COLLABORATIONS

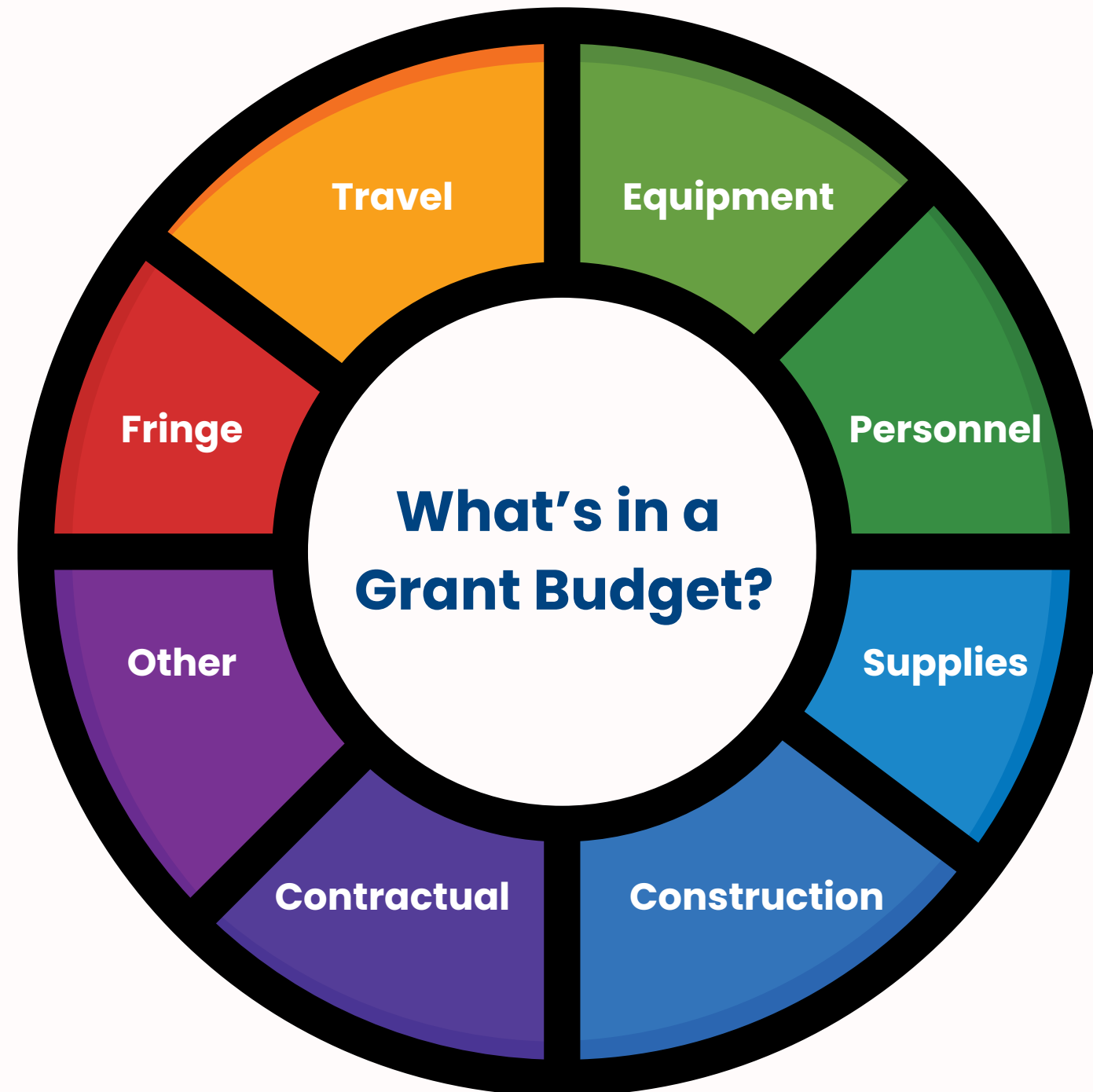
- Q: Does the grant require partnerships?
- A: *Depends*

- Q: Are there other colleges, universities, industry organizations involved in these types of activities?
- A: *Check with Grants Office*

- Q: How can we collaborate with local, regional, and national partners?
- A: *Check with your department chair and area Vice President.*



DEVELOPING THE BUDGET



SMC does not budget indirect costs unless specifically required for a grant program such as National Science Foundation. In this case we would use a de minimus 0%.

DEVELOPING THE BUDGET JUSTIFICATION



- The narrative supports the numbers
- Link each item back to the grant activity
- Show the calculations
- Discuss necessity & reasonableness

OOPS

COMMON MISTAKES

Did not fully address all items in the criteria

Program not fully described or justified

Need a more detailed timeline

Proposal lacked significance

Overambitious goals

Proposal lacks innovation

Stronger connection between proposed project & funder goals

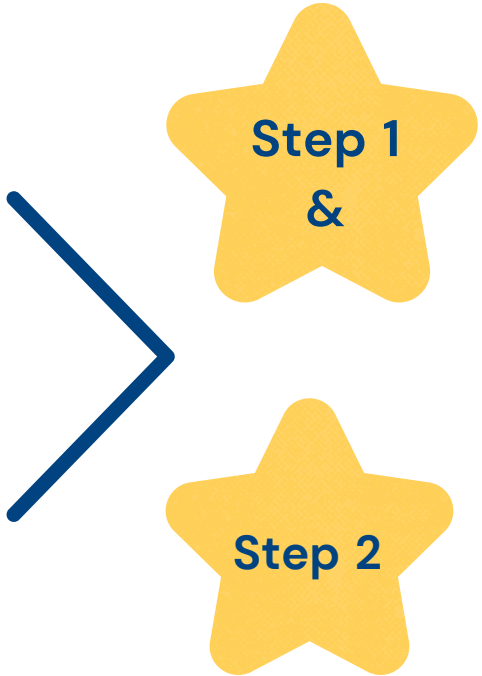
Needs stronger examples

Unrealistic budget

SUBMITTING THE GRANT

DEADLINES, DEADLINES

Example Grant Submission



Part 1: Submit to Grants.gov	February 9, 2023 at 11:59 p.m., Eastern Time
Part 2: Submit to Application Portal	February 14–21, 2023 at 11:59 p.m., Eastern Time
Earliest announcement of grant award or rejection	November 2023
Earliest Start Date for Proposed Project	January 1, 2024

WHO?

WHO IS ELIGIBLE TO SUBMIT A GRANT?

College
President

Chief Business
Officer

Director of
Grants

Exception

IN COLLABORATION WITH DIRECTOR OF GRANTS,
PRINCIPAL INVESTIGATOR FOR CERTAIN GRANTS



BEING AUDIT-READY

almost done!!

AUDITS

All SMC Grants are subject to an audit. Each fiscal year the District is required to have an annual audit of its financial statements. The auditors' objectives are "...to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions."

REQUIRED

2 CFR Part 200

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Translation:

The Code of Federal Regulations provides guidance on the allowability of costs and the audit requirements for federal awards.

THANK YOU!

Contact Tracy Beidleman

-  310.434.4180 (Direct)
-  beidleman_tracy@smc.edu
-  www.smc.edu/grants
-  Foundation Office (come visit!)
1516 Pico Boulevard • Santa Monica