



# ARPA Nonprofit Professional Development: Building Capacity for Diversified Funds

## 2024 Spring Grant Cohort Application Guidance

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## Spring Grant Cohort Description

Nonprofit organizations that serve Loudoun County residents are encouraged to apply for the Spring Professional Development Grant Cohort, which will explore the various facets of government grant seeking and proposal development. Participants will develop proposals in response to relevant funding notices over a series of training sessions in a six-week period in May and June. At the end of the six weeks, organizations will have a complete set of standard proposal components and a tailored application package for a relevant state or federal government funding opportunity for their organization. The training is free, but space is limited to five organizations. Nonprofits working to create a systematic development program are encouraged to apply.

### Participant Outcomes

- Increased ability to:
  - Identify mission-aligned government NOFOs
  - Search government and non-government search engines using organization's programmatic key terms
  - Identify timelines and budget components that adhere to organization's internal programmatic planning when searching for NOFOs
  - Identify key staff within organization to support grant application activities
- Increased ability to:
  - Adhere to NOFO outline and required evaluation components
  - Develop proposal components that are tailored to NOFO
  - Use appropriate budget development and justification language aligned to NOFO allowable expenses
  - Articulate outcomes, objectives and activities that can be evaluated by third party

*Attendance in this professional development opportunity does not guarantee funding, indicate a commitment to apply to grant opportunities, nor does it signify partnership with the County.*

## Application Schedule and Selection Criteria

- Cohort Application Release- April 11, 2024
- Cohort Applications Due- May 11, 2024
- Trainings Occur- May-June 2024

To be accepted into the ARPA Spring Grant Cohort, applicant organizations must:

- obtain executive leadership approval and commitment to apply for funding within the next year,
- be registered with Sam.gov and have an active Unique Entity Identifier,
- make a commitment to attend all trainings (across their organization),
- and attend a standalone grants session or watch a recording from a previous ARPA professional development training and fill in a questionnaire. *Participants may demonstrate previous skills and abilities in their application in lieu of training attendance.*

## Application Details

### Lead Applicant

One application per organization will be accepted. Organizations must designate a lead applicant to apply. Lead applicants should be an individual at an organization who takes part in grant seeking, writing, or management.

#### **Pre-application the Lead Applicant is responsible for:**

- completing the application,
- interfacing with the Program Evaluation and Research team at the County,
- coordinating participation across their organization,
- and securing executive leadership approval for participation.

#### **Post-application acceptance the lead applicant is responsible for:**

- ensuring participants attend relevant workshops, (All workshops must be attended by at least one person in the organization as a requirement of program participation.),
- coordinating assignments in completion of the mock RFP,
- coordinating the Peer Review at their organization.

### Past Training Attendance

Past training attendance is a requirement in session participation. The lead applicant or one staff person who is participating, must have attended past grants trainings OR relevant grants trainings offered outside the county.

#### **Past ARPA Nonprofit Professional Development Trainings**

Grants Management Best Practices Series (Fall 2022):

- County Grants Announcement & ARPA Eligibility and Compliance
- Prospecting: Is Government Funding Right for You?
- Demystifying Federal Grants
- Performance and Fiscal Management Across Diverse Funding Sources

#### **Data Management Best Practices Series (Spring 2023):**

- Data 101: Data Required for Grant Seeking
- Census Training: Making Sense of the American Community Survey
- Data 102: Data Collection and Confidentiality Best Practices
- Exploring Loudoun County Data
- Crafting a Data Management Plan
- Virtual BYOD Bring Your Own Data Workshop

#### **Community Data Gathering and the Census (Fall 2023):**

- Community Data Gathering: Census Tools
- Community Data Gathering: Exploring Census Data

## Application Instructions

Applications will be collected through the online Grants Management System, AmpliFund.

There are four application sections:

- Opportunity Details
- Project Information
- Application Forms
- Submit

### To Apply

Go to the Loudoun County ARPA Nonprofit Professional Development [webpage](#) to access more information and the [application link](#). Contact Tracey Alperstein, [Tracey.Alperstein@Loudoun.gov](mailto:Tracey.Alperstein@Loudoun.gov) with any questions regarding this application.

### Opportunity Details Page

The **Opportunity Details** page will open, which describes the Spring Grant Cohort opportunity. Click the **“Apply”** button.

ARPA Nonprofit Professional Development: Spring Grant Cohort

Print Help Download Save Apply

Opportunity Information

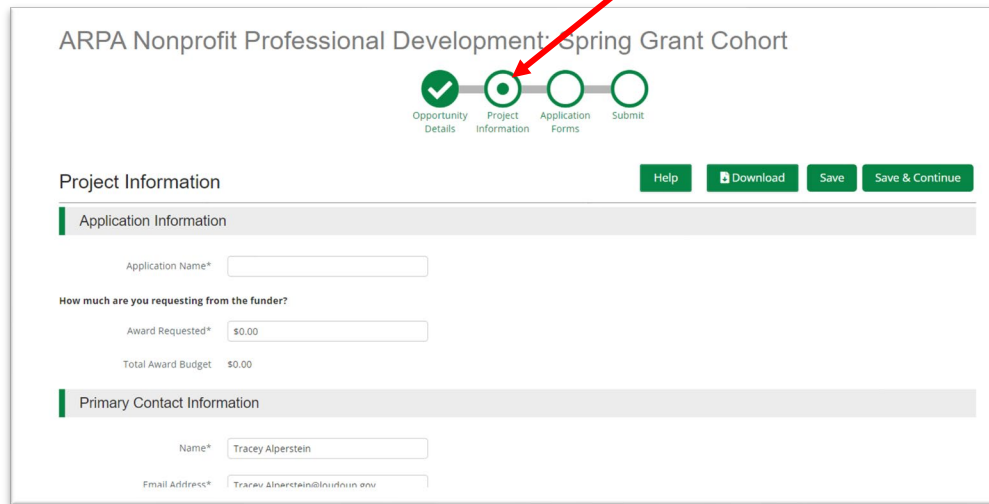
Title ARPA Nonprofit Professional Development: Spring Grant Cohort

Description Loudoun County is calling all interested nonprofit professionals who serve Loudoun County residents to apply for the Spring Professional Development Grant Cohort exploring the various facets of government grant seeking and proposal development. Participants will develop proposals in response to relevant Notices of Funding Opportunities (NOFO) over the course of six-week sequential, training sessions and walk away with a complete set of typical proposal components and a tailored application package to a relevant government NOFO for their organization at the end of the training opportunity. The training is free, but space is limited to five organizations.

Attendance in this professional development opportunity does not guarantee funding, indicate a commitment to apply to grant opportunities, nor does it signify partnership with the County.

## Project Information Page

Selecting “**Apply**” brings you to the **Project Information** page.



ARPA Nonprofit Professional Development Spring Grant Cohort

Progress bar: Opportunity Details (checked), **Project Information** (selected), Application Forms, Submit

Project Information

Application Information

Application Name\*

How much are you requesting from the funder?

Award Requested\*

Total Award Budget \$0.00

Primary Contact Information

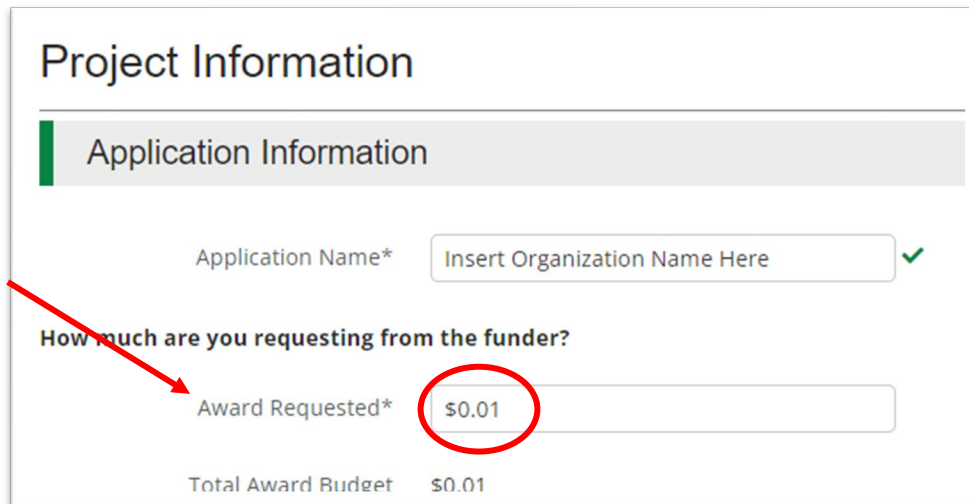
Name\*

Email Address\*

Buttons: Help, Download, Save, Save & Continue

The **Project Information** page must be completed in its entirety, and all fields with an asterisk must be filled in to advance with the application. This is **NOT** a funding application, however due to technical requirements of the application software, you must write in “**\$.01**” in the “**Award Requested**” field.

**NOTE: there is NO funding associated with this application.**



Project Information

Application Information

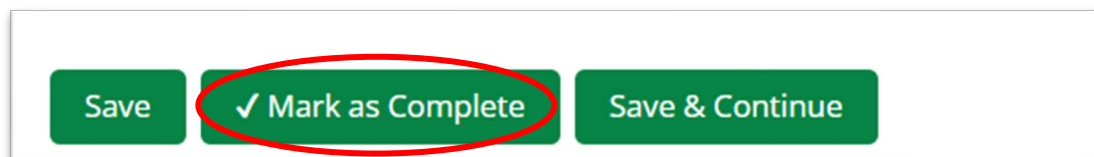
Application Name\*  ✓

How much are you requesting from the funder?

Award Requested\*

Total Award Budget \$0.01

You must select “**Mark as Complete**” at the bottom of each page to submit the application. Select “**Mark as Complete**” and “**Save & Continue**” to advance to the **Application Form** page.



Buttons: Save, **✓ Mark as Complete**, Save & Continue

## Application Form Page

Select **"FY24 Spring Grant Cohort Application"**.

ARPA Nonprofit Professional Development: Spring Grant Cohort

Progress: Opportunity Details (checked), Project Information (checked), Application Forms (1) (active), Submit

Buttons: Help, Download, Save & Continue

Forms

Name	Status	Print
<a href="#">FY24 Spring Grant Cohort Application</a>	New	

Navigation: 1 of 1 items, 25 items per page

Save & Continue

The form hyperlink brings you to the application form landing page. **TIP:** Save your work frequently! The application software times out and will log you out of the system.

Each field marked with an **asterisk (\*)** is required to submit the application.

Lead Applicant Name \*

Lead Applicant Title \*

Is your organization a 501(c)3 \*

☐ Yes  
☐ No

What percentage of your clients are Loudoun County residents for the last completed fiscal year at your organization? \*

How many Loudoun County residents will you serve this year? \*

Is your organization's registration in SAM.gov active? \*

☐ Yes  
☐ No

Select **"Mark as Complete"** and **"Save & Continue"** to advance to the **Submission** page.

Buttons: Save, **✓ Mark as Complete**, Save & Continue

## Submission Page

If you did not complete a required field (\*) or did not select **"Mark as Complete"** you will receive this error when you try to submit. Check marks indicate that each required field is completed in its entirety and **"Mark as Complete"** has been selected. The **Application Forms** section is missing a check mark in the example below.

### ARPA Nonprofit Professional Development: Spring Grant Cohort

✓

✓

○

Opportunity  
Details

Project  
Information

Application  
Forms

Submit

You are about to submit your application, **Insert Organization Name Here**, to **Loudoun County, VA**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

You have forms containing required fields which have not been completed!

Review

Submit

You will receive this message upon **successful application submission**.

### ARPA Nonprofit Professional Development: Spring Grant Cohort

✓

✓

✓

○

Opportunity  
Details

Project  
Information

Application  
Forms

Submit

### Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.

Application

Exit

✓