

**ARPA
Nonprofit
Professional
Development**

Grants 101 Introductory Session: Pre-proposal Activities

May 7, 2024



**Finance and
Procurement**

1

Welcome and Agenda Review

Megan Cox, Manager, Program Evaluation and Research

2

Exploring Federal Prospecting Tools Demonstration and Activity

Darrell Simpson, Grants Analyst

3

Standard Proposal Components

Barb Lawrence, Grants Coordinator

4

Closing & Cohort Application Information

Tracey Alperstein, ARPA Nonprofit Grants Support Specialist

Session Objectives

- Increase participant awareness and understanding of federal grant prospecting tools and processes.
- Increase participant understanding of standard government grant proposal components.



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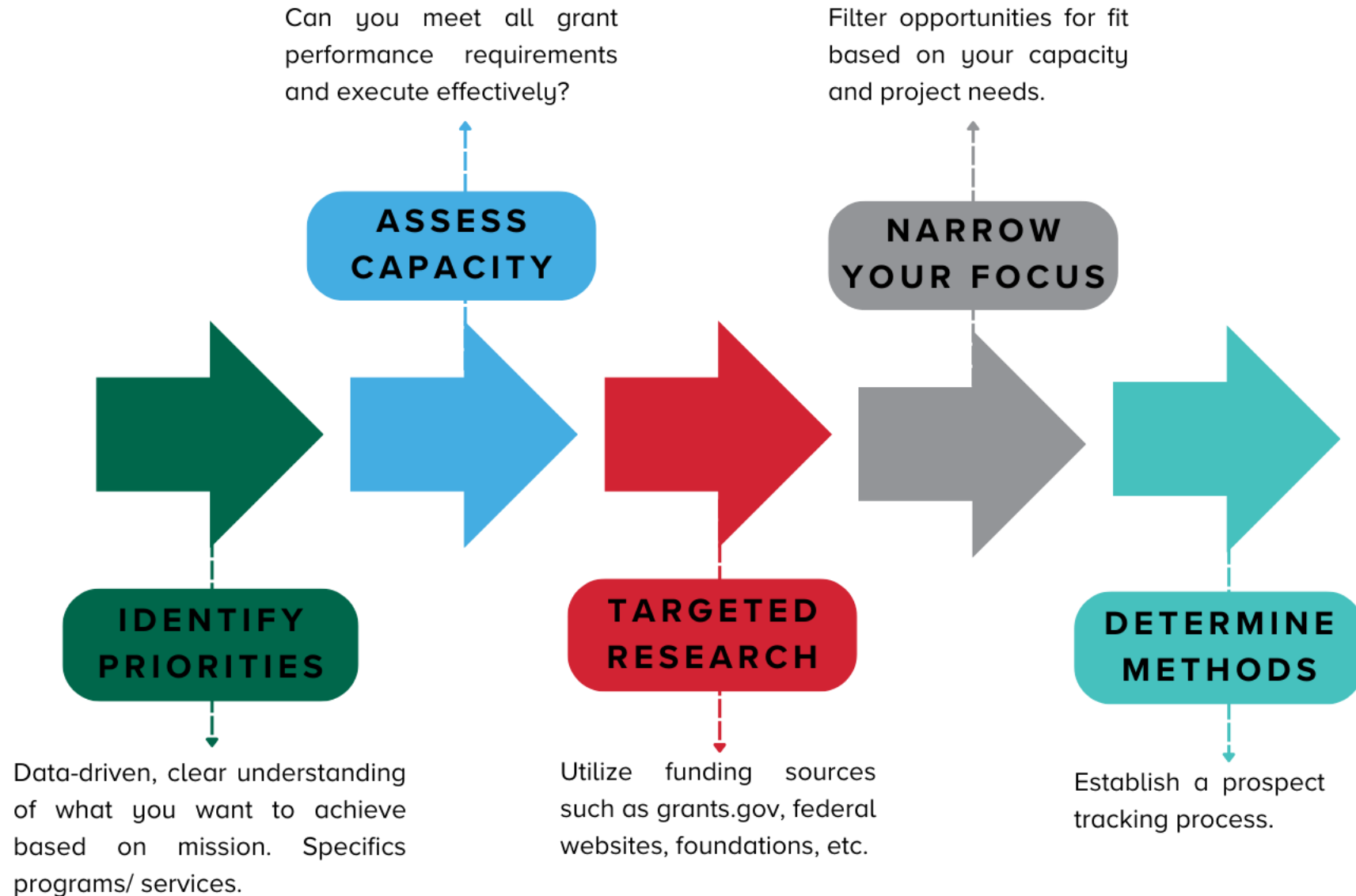


Finance and
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Exploring Government Prospecting Tools

Demonstration and Activity

Grant Writing: Science or Art Prospecting Workflow



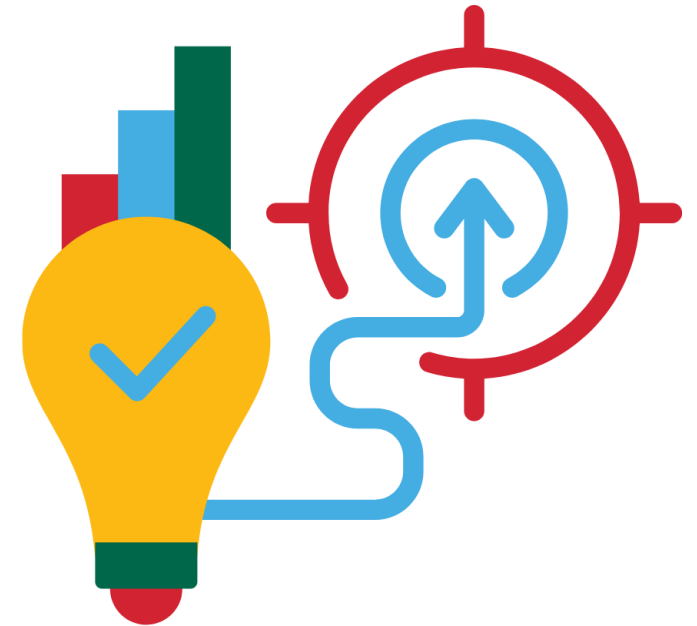
Identify Funding Priorities



Identifying Funding Priorities

Priorities should reflect the:

- Organization's Mission
- Organizational Goals
- Driven by Data



PROSPECTING STRATEGY

Identifying Funding Priorities:

- Needs Assessment
- SWOT Analysis
- Measuring Client Demand
- Existing Data-
 - Loudoun County Data Toolkit [Link](#)



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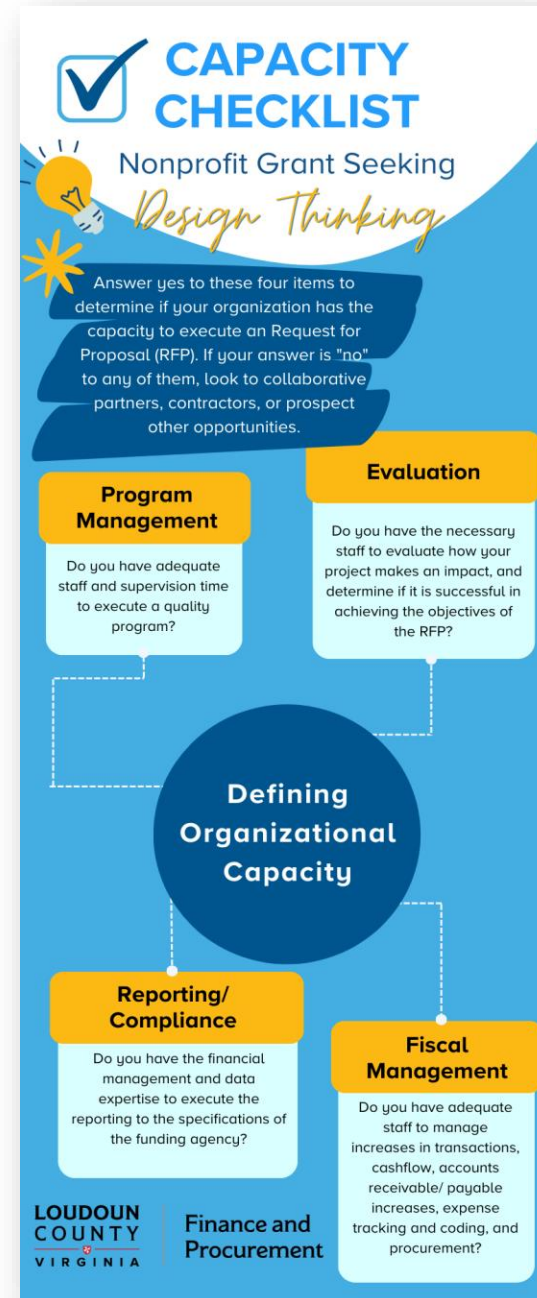
Key Words Poll

Assess Capacity



Assess Capacity

Capacity Checklist - [LINK](#)



Targeted Research

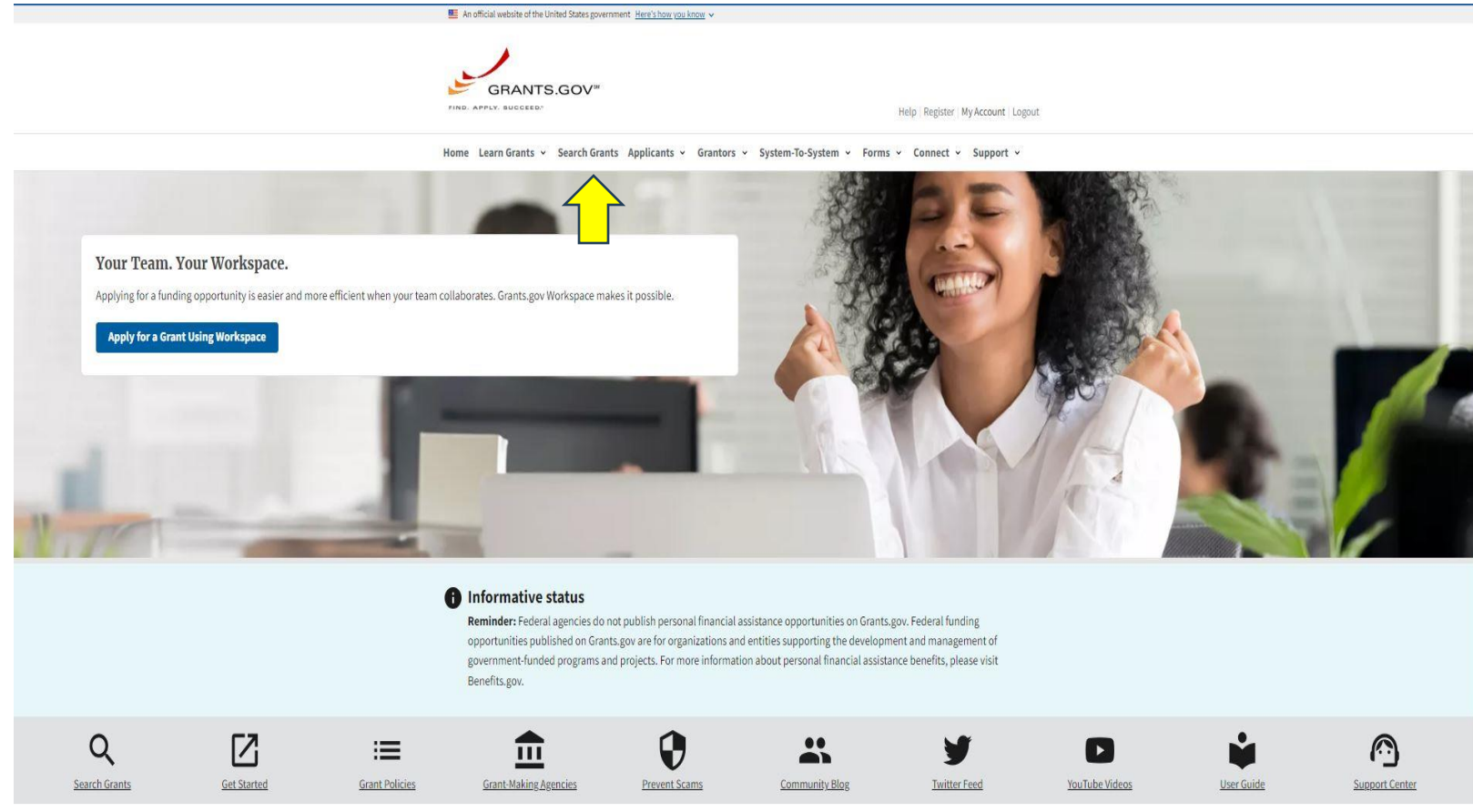


Targeted Research Common Grant Search Engines

- [Grants.gov](https://www.grants.gov)
- [Foundation Directory](https://www.foundationdirectory.com)
- [Federal Register](https://www.federalregister.gov)
- [Grant Watch](https://www.grantwatch.com)
- [Grant Station](https://www.grantstation.com)
- [Virginia State Grants](https://www.virginiastategrants.com)

Grants.gov

When navigating on grants.gov, use the search grants tab to look up all current openings.



Grants.gov

Once you have found a grant to explore, you can see vital information such as the number of expected awards, posting and closing dates for applications, total funding available, general eligibility and links to additional information.

VIEW GRANT OPPORTUNITY

693JF723R000008

United States Marine Highway Grants

Department of Transportation

Maritime Administration

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

General Information

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	693JF723R000008	Posted Date:	May 06, 2024
Funding Opportunity Title:	United States Marine Highway Grants	Last Updated Date:	May 06, 2024
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Jul 12, 2024
Opportunity Category Explanation:		Current Closing Date for Applications:	Jul 12, 2024
Funding Instrument Type:	Grant	Archive Date:	Aug 11, 2024
Category of Funding Activity:	Transportation	Estimated Total Program Funding:	\$ 4,850,000
Category Explanation:		Award Ceiling:	\$4,850,000
Expected Number of Awards:	25	Award Floor:	\$1
CFDA Number(s):	20.816 -- United States Marine Highway Grants		
Cost Sharing or Matching Requirement:	Yes		

Grants.gov

From the search page you can narrow your options based on keyword, eligible entity, category of grant, specific agency, or a combination thereof.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

OPPORTUNITY STATUS:

☒ Forecasted (416)

☒ Posted (2,543)

☐ Closed (7,057)

☐ Archived (67,382)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments

☐ Cooperative Agreement (1,070)

☐ Grant (1,985)

☐ Other (214)

☐ Procurement Contract (49)

ELIGIBILITY:

☒ All Eligibilities

☐ City or township governments (1,177)

☐ County governments (1,221)

☐ For profit organizations other than small businesses (1,061)

CATEGORY:

☒ All Categories

☐ Affordable Care Act (5)

☐ Agriculture (94)

☐ Arts (see "Cultural Affairs" in CFDA) (15)

Sort By:

Posted Date (Descending) **Update Sort**

DATE RANGE:

All Available **Update Date Range**

1 2 3 4 ... 99 Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
OPPE-019	Outreach and Assistance for Socially Disadvantaged and Veteran Farmers and Ranchers (2501 Program)	USDA-OPPE	Posted	05/07/2024	07/05/2024
G24AS0262	Cooperative Agreement for CESU-affiliated Partner with Rocky Mountain Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	05/07/2024	06/07/2024
G24AS0261	Cooperative Agreement for CESU-affiliated Partner with Great Lakes - Northern Forest Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	05/07/2024	06/07/2024
G24AS0257	Cooperative Agreement for CESU-affiliated Partner with the Gulf Coast Cooperative Ecosystem Studies Unit	DOI-USGS1	Posted	05/07/2024	06/07/2024
2024-NIST-CHIPS-MFGUSA-01	FY2024 CHIPS Manufacturing USA Institute Competition	DOC-NIST	Posted	05/06/2024	09/09/2024
INL24GR0066-CRIMINAL JUSTICE-03152024	Strengthening Judicial Independence and Transparency in Mongolia	DOS-INL	Posted	05/06/2024	07/17/2024
DFOP0009116	Togo C-IED Advisory Program	DOS-SCF	Posted	05/06/2024	05/07/2024
HHS-2024-ACF-ECD-TP-0055	FY 2024 Preschool Development Birth Through Five Renewal Grant	HHS-ACF	Posted	05/06/2024	07/31/2024
DHS-23-GPD-102-90-99	Fiscal Year 2023 Case Management Pilot Program (CMPP)	DHS-DHS	Posted	05/06/2024	06/06/2024
20240806-CHC	Graduate Education in the Humanities: A National Convening	NEH	Posted	05/06/2024	08/06/2024
DFOP0010805	24.PMWRA.NorthernTriangle.PSSM.NOFO	DOS-PMWRA	Posted	05/06/2024	06/07/2024
DFOP0014380	24.PMWRA.SouthernTriangle.PSSM.NOFO	DOS-PMWRA	Posted	05/06/2024	06/06/2024
HHS-2024-ACF-OPRE-FE-0043	TANF Data Collaborative (TDC) Equity Analysis Awards	HHS-ACF-OPRE	Posted	05/06/2024	07/15/2024
DOT-23-00000008	United States Marine Highway Grants	DOT-MA	Posted	05/06/2024	07/12/2024
BFA-CE-25-031	Rigorously Evaluating Primary Prevention Strategies for Intimate Partner Violence and Sexual Violence	HHS-CDC-HHSCDCERA	Forecasted	05/06/2024	
HHS-2024-ACF-OCS-EDA-0346	Diaper Distribution Demonstration and Research Pilot	HHS-ACF-OCS	Forecasted	05/06/2024	
USAID-GHANA-RFI-00001	USAID/Ghana Teaching and Learning Materials (TLM's) and Classroom Furniture activity	USAID-GHA	Forecasted	05/06/2024	06/01/2024
DFOP0010802	24.PMWRA.Nigeria.PSSM.NOFO	DOS-PMWRA	Posted	05/06/2024	06/01/2024
PRGA-YE-24-001	Replacement grant for 90YE0283 Public Policy Inc. Secondary Analyses of Child Care and Early Education Data	HHS-ACF-OPRE	Posted	05/06/2024	06/30/2024
NIGER-STATE-WPS-2024-003	Strengthening Women-Led Community Policing in Maradi Region	DOS-NER	Posted	05/06/2024	06/03/2024
O-QVC-2024-172318	OVC FY24 Trauma Recovery Center Demonstration Project	USDJ-OJP-OVC	Posted	05/06/2024	06/24/2024
NIGER-STATE-WPS-2024-					

Grants.gov

- From this page you can also view the history of the grant, and related or supplemental documents, or proceed to the application itself
- You will need to create a grants.gov profile to submit grants through this interface
- Also an excellent resource for general grant writing skills and strategies, terminology and reporting

VIEW GRANT OPPORTUNITY

693JF723R000008

United States Marine Highway Grants

Department of Transportation

Maritime Administration



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Cost Sharing or Matching Requirement:	Yes		



Narrow Your Focus



Narrow Your Focus

- Which opportunities most closely reflect your needs?
- Does the funder prioritize certain demographics or geographic areas that you don't represent?
- How aligned is your project to the funder's mission?

Determine Your Methods

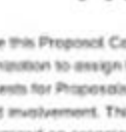


Determine Methods **Tracking Prospected Grants**

Grants that are researched and referred to departments for potential application are tracked through spreadsheets based on:

- Funding Source
- Department
- Board Priority
- Connection to Strategic Plans

Proposal Components Tracker - LINK



Finance and Procurement

Proposal Components Tracker

Utilize this Proposal Components Tracker as a template for an application planning document within your organization to assign tasks and establish timelines in developing grant proposal components tailored to specific Requests for Proposals (RFPs). Some nonprofits, especially small or newly formed nonprofits, may also have board involvement. This document is meant to be translated to a living project management document and customized on organization need and specific proposal criteria.

Please note: Funders will utilize different terminology in RFPs to describe similar proposal components. Please see the 'Proposal Component Definitions' section located in the appendix.

Proposal Component	Sub-component	Assigned to	Reviewer to	Write to inform	Due Date	Received
Introduction						
Background						
Purpose						
Narrative						
	Needs Statement					
	Goals					
	Objectives					
	Project Activities					
Project Budget & Budget Narrative						
Evaluation Plan						
Other Funding						

Standard Proposal Components

- **Introduction**
- **Narrative:** Purpose and Background, Needs Statement, Goals/Objectives, Project Activities
- **Evaluation Plan**
- **Project Budget and Budget Narrative**
- **Other Funding**
- **Supplementary Materials:** Project Activity Table, Financial Documentation, Letters of Support, Logic Model, Partnership Documents, Key Personnel, 501(c)3 Status

Introduction

An effective proposal introduction is clear, concise, and makes a lasting and positive impression. The introduction is a proposal's first impression on reviewers.

Background & Purpose

- **Background** – organization info, history, mission, vision, values, programs and alignment to the proposal, and past successes.
- **Purpose** - or "win theme" is a specific area of a proposal that makes your organization rise above competing agencies in meeting the needs of the grantor.

Narrative: Needs Statement

- Also called Issue or Problem Statement, Justification or Description of Need.
- Documents the problem or need with data, linking it to the funder's goals and priorities.



Narrative: Goals and Objectives

Goals – describe how the situation is expected to change as a result of the grant program.

Objectives – identify anticipated outcomes and benefits in measurable terms.

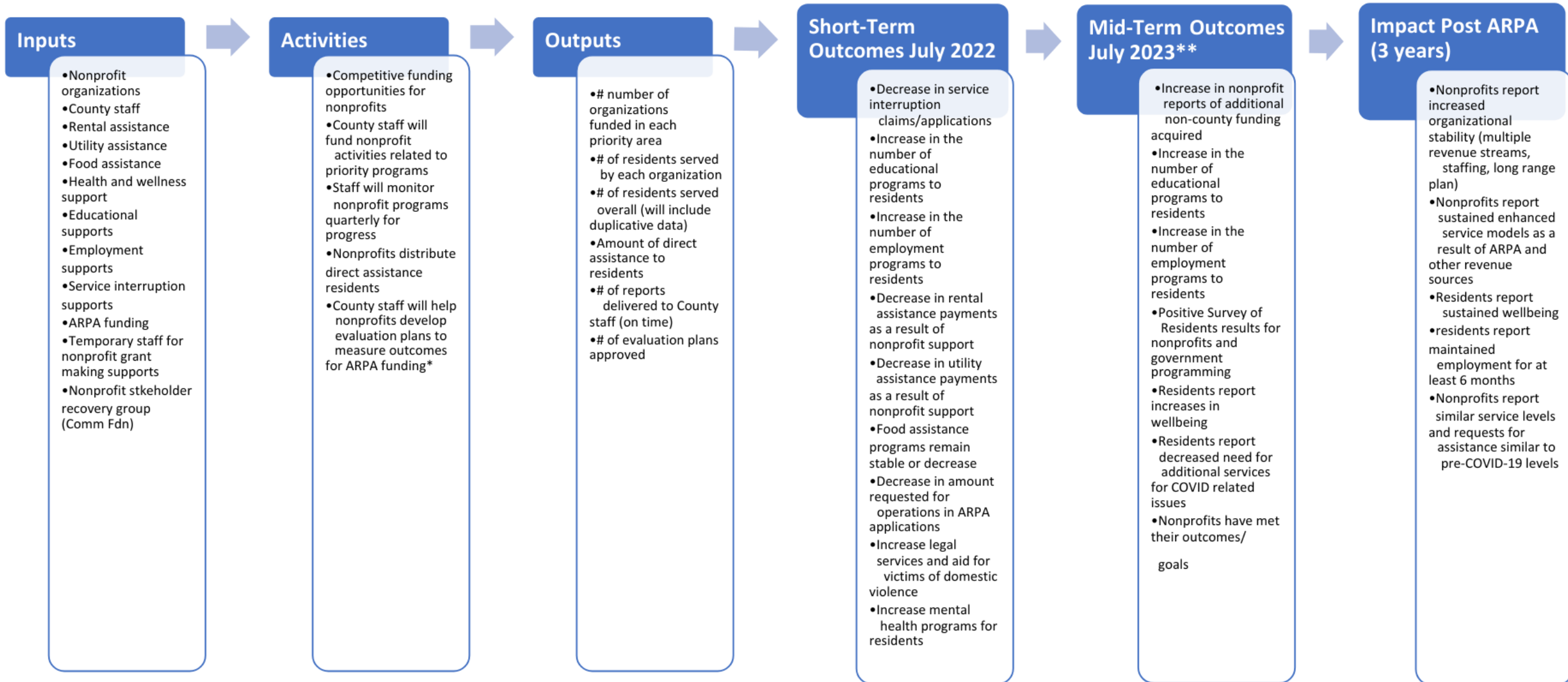
- SMART - **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound

A Logic Model Is	A Logic Model Is <u>NOT</u>
<ul style="list-style-type: none">• A graphical way to organize information• A tool that conveys a project or program in a brief and visual format• An overview of <u>how</u> a project or program might work <p>Details target population, inputs, activities, outputs, short-term outcomes, intermediate outcomes, long-term outcomes</p>	<ul style="list-style-type: none">• A detailed what of a project or program• A sequential listing of when for a project or program <p>The "what" and "when" you find in the project activities/ work plan.</p>

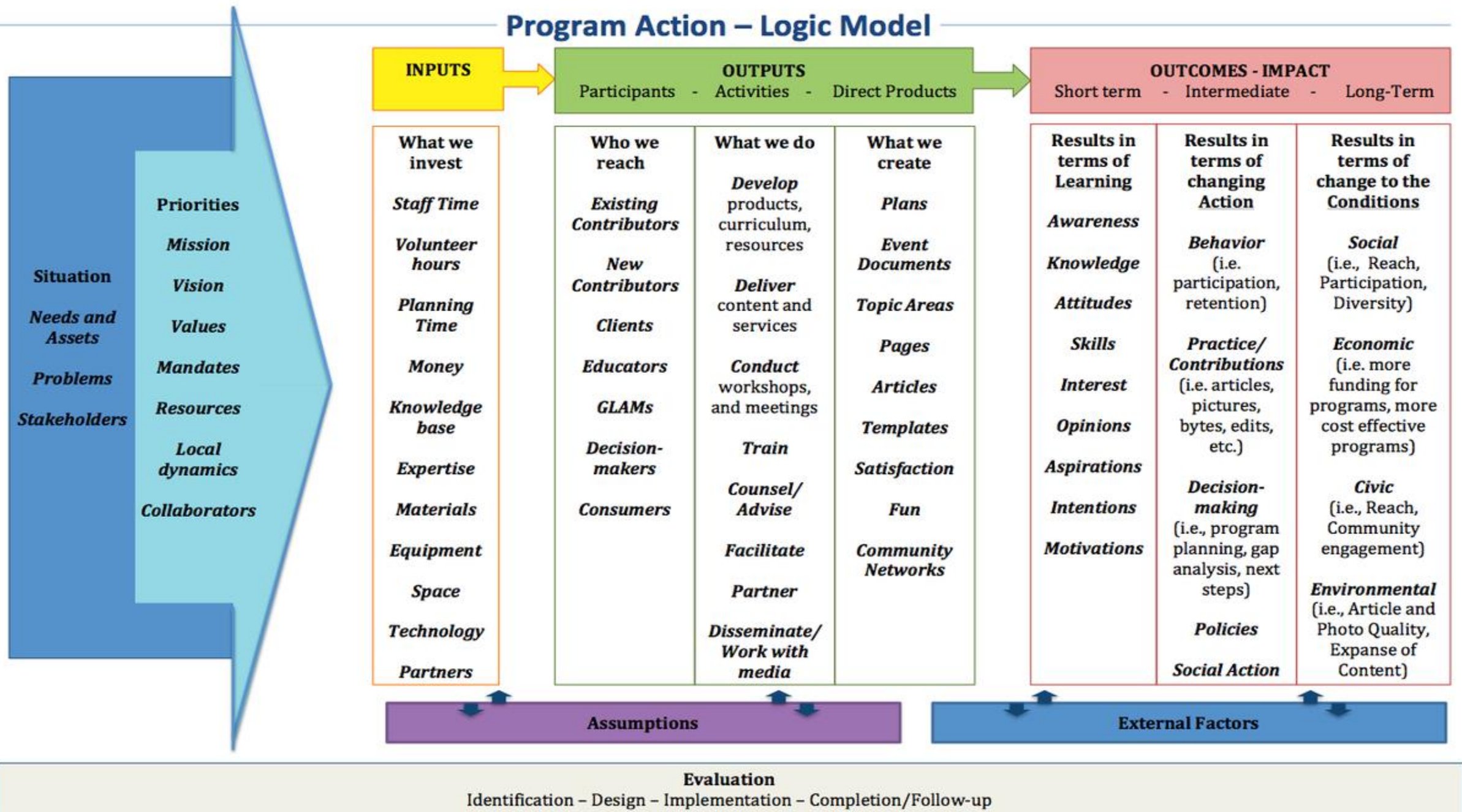
Logic Model Components Definitions

Inputs	Resources needed to operate your program (staff, rent, materials, etc)
Activities	Using those resources to accomplish planned activities (actually carrying out the program as intended)
Outputs	Number of the services you delivered (number of clients served, sessions, meals, calls made, etc)
Short-Term Outcomes	Ways in which your clients will benefit (client satisfaction with service, client now employed, children have childcare, etc)
Mid-Term Outcomes	What success looks like after time has passed (clients who remain employed after 6 months, clients who describe better mental health, clients who are able to remain in their home, etc) Time frame can vary by service
Impact Post ARPA	Long range outcomes that show community impact (increase in sustained housing, increases in reports of improved mental health, increased number of children prepared for Kindergarten, etc)

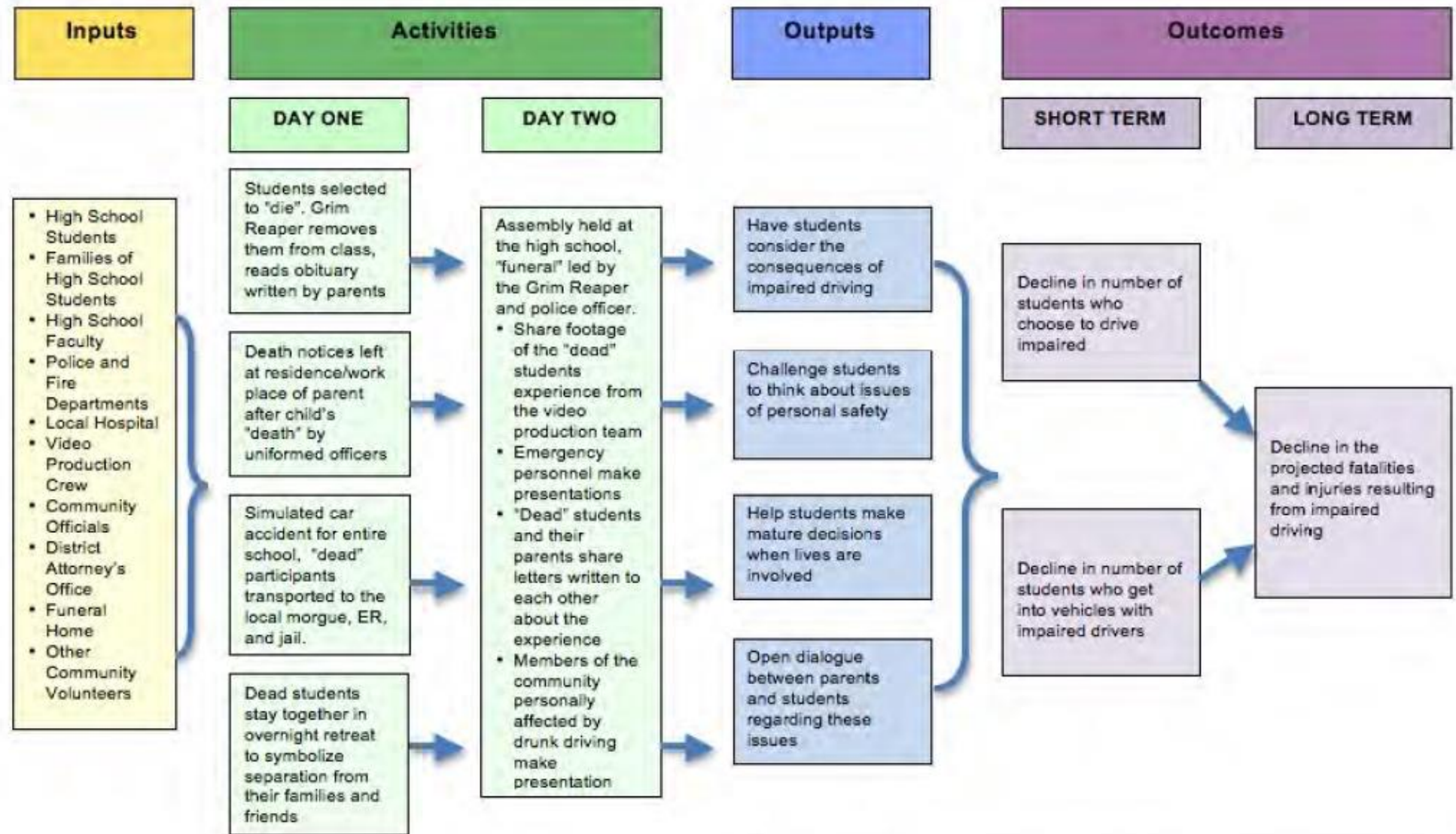
Logic Model Sample: ARPA Tranche 2



Program Action – Logic Model



Logic Model: Every 15 Minutes Program



External Factors

- Other alcohol and drug resistance programs in school
- Other programs hosted in the community
- Individual parenting tactics
- Inability to perfectly replicate program at every school
- Recent drunk driving tragedy in the community
- Local police crackdown

Evaluation Plan

Also called Methods or Implementation Plan. Describes activities that directly support the achievement of the objectives.

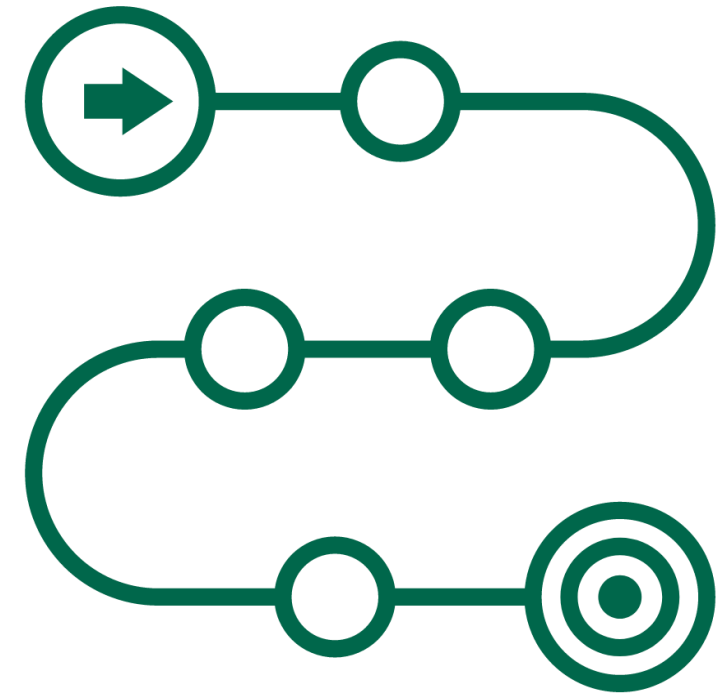


Centers for Disease Control and Prevention.
Framework for program evaluation in public health.
MMWR 1999;48 (No. RR-11)

Evaluation Plan Components

- Introduction
- Description
- Evaluation Design
- Data Collection Methods
- Data Analysis/ Interpretation
- Evaluation Management Plan (Team, timeline, responsibilities/ assignments)

Narrative: Project Activities



- Also called Methods or Implementation Plan describes the activities that directly support the achievement of the objectives.
- A **Timeline** and **Responsibilities** are often included in this section. Responsibilities describe staffing and partner roles.



Project Budget & Narrative

- **Project Budget-** Identifies the costs (usually in a spreadsheet or table), to be met by the funder and match (if applicable), and the methods used to determine costs.
- **Budget Narrative-** Sometimes called Budget Justification, this component provides additional detail for items in the Project Budget.

Common Project Budget Categories

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Subawards (Subgrants), Procurement Contracts
- Consultant Fees
- Other Costs
- Indirect Costs

Common Government Grant Budget Characteristics

- Multi-year Project Budget
- Matching Funds (Cost Share, Local Match)
- In-kind
- Restricted Funding
- Direct vs. Indirect Costs
 - NICRA & de minimis Cost Rate – 10%

Sample - Project Budget & Budget Narrative



Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name	Position	Computation						
List each name, if known.	List each position, if known.	Show annual salary rate & amount of time devoted to the project for each name/position.						
Add Personnel	Delete Selected	Salary	Rate	Time Worked (# of hours, days, months, years)	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total(s)						\$0	\$0	\$0

Narrative

Add Additional Narrative Text Area

B. Fringe Benefits

Sample - Project Budget & Budget Narrative

Sample Budget and Budget Justification Template

Personnel/Employee

This section provides projected salary and fringe costs for principal project personnel for your proposed program. This schedule provides calculation for percent FTE - list as .20, .80, etc. Provide your agency's fringe benefit rate; the justification should include what benefits are covered under fringe; and the fringe rate should be applied to the total salary line.

Name of Employee	Position/Title	Annual Salary Rate	% FTE	Total	% Fringe - be sure to replace the 0 with the % fringe in each cell	Total Salary and Fringe
				\$0.00	0.00%	\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
Total Salary/Fringe				\$0.00		\$0.00
Personnel/Employee Justification	<p>Explain how the items requested relate to the objectives proposed.</p>					

Contractual/Consultants

Provide a list of positions or activities that will be carried out by consultants or through contracts for your proposed project. Provide the unit of payment, this could be by the hour or the completed task; and provide the cost of each unit and the number of units being contracted for.

Abstract

- Also called Introduction/ Project Summary.
- Brief overview of the proposal with information about the organization, ability to complete the project, need, methods, and how those served will benefit.
- First component the reader sees, but often written last.
- In some opportunities the Abstract is made public.

FY24 Spring Grant Cohort

Applications accepted through May 11

Apply and View More Info:

loudoun.gov/GrantTraining

1 - Prospecting



Pre-proposal Activities,
Prospecting, & Critically
Reviewing NOFOs

**2 - Narrative &
Evaluation Plans**



Tailoring Proposal
Narratives & Developing
Program Evaluation Plans

3 - Project Budget



Developing a Project
Budget

4 - Peer Review



Peer Review Panels-
Applicants Become the
Reviewers

5 - Implementation



Apply for a Government
Grant Post-session

Closing and Next Steps

[Session Evaluation](#)

Additional Feedback? Email nonprofits@loudoun.gov

Resources

- [ARPA Nonprofit Professional Development Webpage](#)
- [Is Government Funding Right for You? A Design Thinking Approach to Nonprofit Grant Seeking](#)
- [Loudoun County Data Toolkit](#)
- [Grants.gov Learn Grants](#)
- [Grants.gov Search Tips](#)
- [Capacity Checklist](#)
- [Standard Proposal Components Checklist](#)
- [CDC Framework for Program Evaluation](#)
- [South Carolina Department of Education – ProgramPlanningTools, Templates, and Samples](#)
- [Office of Justice Programs Sample Project Budget and Narrative](#)

Sources

- Learn Grants (Grants.gov)
- Grantwriting USA
- University of South Carolina Department of Education
- CDC Framework for Program Evaluation

Loudoun County Nonprofit Updates

Sign up today!

1. <https://www.loudoun.gov/list.aspx>
2. Enter your email to sign in
3. Scroll to "News Flash" section
4. Select the email icon next to "Nonprofit Updates"
5. Click on the confirmation link in the auto-generated email

[Home](#) > [Notify Me](#)

Notify Me

[Available Lists](#)

1. Type your email address in the box and select **Sign In**.
2. If you want to receive text messages enter your phone number and select **Save**.
3. To subscribe or unsubscribe click and/or next to the lists to which you wish to subscribe/unsubscribe.

Your Profile Information

[Sign Out](#)

Email Address

☒ I prefer to receive HTML emails when available☐ I would like to be able to receive text messages on my mobile phone[Unsubscribe from All Lists](#)

▼ Notify Me

METHOD	LIST NAME	DESCRIPTION
	Loudoun County Retiree Newsletter	View Previous Messages
	Pre-65 Retirees	View Previous Messages

→
Click icon to
subscribe

































▼ Alerts

METHOD	LIST NAME	DESCRIPTION
	Building and Development	



▼ News Flash

METHOD	LIST NAME	DESCRIPTION
 	Animal Services	
 	Clerk of the Circuit Court	
 	Commissioner of Revenue	
 	Commonwealth's Attorney	
 	County News	
 	Elections	
 	Fire and Rescue	
 	Health & Human Services	
 	Nonprofit Updates	Provides information of interest to local non-profit organizations, including county grant and professional development opportunities.
 	Parks, Recreation & Community Services	Parks Recreation and Community Services
 	Recycling and Waste Disposal	
 	Sheriff's Office	
 	Transit	
 	Treasurer	
 	Virginia Cooperative Extension-Loudoun	

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