Slide 1:

Grant writing workshop:
Do you have these handouts?

1. Printed presentation slides
2. HERCULES DuBois Community Grant Program Application
3. Sample application
4. Application scoring rubric & grant writing tips (front & back of one page)

Please read through the sample application now.

Slide 2:

HERCULES
Exposome Research Center

COMMUNITY OUTREACH AND ENGAGEMENT CORE (COEC)

Funded by the National Institute of Environmental Health Sciences

Stakeholder Advisory Board (Community Partners)
Michelle C. Kegler, DrPH, MPH
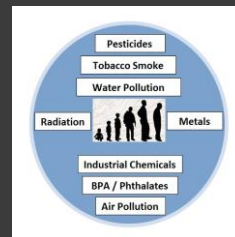Melanie Pearson, PhD
Laura Whitaker, MPH

Slide 3:

Stakeholder Advisory Board

30+ members—community members, non-profit organizations, government agencies, academic partners

Slide 4:

HERCULES: Quick Overview

Health and **E**xposome **R**esearch **C**enter: **U**nderstanding **L**ifetime **E**xposure**s**

Pesticides
Tobacco Smoke
Water Pollution
Radiation
Metals
Industrial Chemicals
BPA / Phthalates
Air Pollution

- A center to provide the infrastructure to support environmental health research at Emory

- Scientific theme: Exposome
  - Lifetime of cumulative exposures and the biological responses to these exposures

Environmental health: how the environment influences human health

Slide 5:

The Clarence "Shaheed" DuBois Community Grant Program

Primary goal:
- Enhance community capacity to address local environmental health concerns

Secondary goal:
- Increase community-based organizations' ability to apply for, receive, and implement grant-funded projects

Slide 6:

Workshop Goal

Goal: Prepare community organizations to submit a strong application for our community grant program as well as other grant programs.
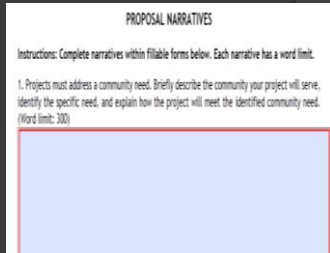
Objectives:
Participants will...
- ...be familiar with the application and scoring criteria.
- … be familiar with elements of project design.
- ...be able to develop a project need statement, goals, tasks, timeline, and budget.

Workshop Approach

1. Proceed step-by-step through the application

2. Assisted work session with opportunity for feedback on individual proposal ideas

PROPOSAL NARRATIVES

Instructions: Complete narratives within fillable forms below. Each narrative has a word limit.

1. Projects must address a community need. Briefly describe the community your project will serve, identify the specific need, and explain how the project will meet the identified community need. (Word limit: 300)

Question 1: Need Statement

⊙ In other words…
"Why are you applying for this grant?"

1. Projects must address a community need. Briefly describe the community your project will serve, identify the specific need, and explain how the project will meet the identified community need. (Word limit: 300)

Question 1: Need Statement

"Describe the community your project will serve"
   a. Define your targeted community.
      i. can be a group of people living in the same place (geographical definition) or
      ii. having a particular characteristic in common (e.g., African American women of child-bearing age)
      iii. "students at Factory Elementary School"

   b. Describe the conditions in the community.
      i. "buses and cars idle for 45 minutes at school"

   c. Describe problems the conditions in the community have caused.
      i. "25% of children have presented respiratory symptoms throughout the past 3 years"

Question 1: Need Statement

"identify the specific need"
   a. State need specifically
      i. "Need to reduce children's exposure to bus and car emissions"

Image from
http://www.nj.gov/dep/stopthesoot/sts-schools.htm

Question 1: Need Statement

"explain how the project will meet the identified community need"
   a. Describe how your project will address the problems the conditions have caused.
      i. "implement 1) a policy to have bus drivers turn off bus engines and 2) create flyers to encourage parents to turn off automobile engines"

NO-IDLE ZONE

Image from
http://www.afdc.energy.gov/vehicles/images/noidlezone.jpg

Going from Question 1 to Question 2:
Project goals and objectives

What do you want to accomplish with this grant?

⊙ Goals: the ultimate outcome of the project
   • "Reduce air pollution around the school & improve student's health."

⊙ Objectives: specific actions/outcomes that support the help meet the goal
   • "Drivers turn off buses when parked."

⊙ IMPORTANT: Goals & objectives should directly relate to the need statement.

S specific
M measurable
A attainable
R relevant
T timely

Image from http://cdn2.hubspot.net

Question 2: Project Plan

- In other words…
"How will you accomplish your goals?"

2. How will this project be conducted in your community? Provide a detailed plan. Describe proposed activities and events. For example, describe how you will promote or publicize activities to get people to participate. Also discuss any barriers you foresee and how you will address them. (Word limit: 500)

Question 2: Project Plan

- Determine Tasks and Events

- Determine Resources
  - Staff/volunteer
  - Supplies
  - Costs

- Develop Timeline
  - Determine when each task/event is happening

Skip to Question 3: Timeline

DATE	ACTIVITY
January 2015	
February 2015	
March 2015	
April 2015	
May 2015	
June 2015	
July 2015	
August 2015	
September 2015	
October 2015	
November 2015	
December 2015	
January 2015	

Question 3: Timeline

DATE	ACTIVITY
January 2015	Create official subcommittee
February 2015	Training dates and idle reduction policy finalized
March 2015	Driver training curriculum written
April 2015	Training begins; classes begin art projects
May 2015	School ends; training continues
June 2015	Driver break room decorated
July 2015	Driver appreciation celebration
August 2015	Idle Reduction Policy implemented as school starts
September 2015	Reportback at PTA meeting
October 2015	Hear feedback from teachers and students
November 2015	Spot checks by Ms. Krishna continue
December 2015	PTA reviews and reports on progress
January 2015	PTA presents project outcomes to Emory HERCULES

Skip to *Question 5:* Budget

- Determine what you need for each task and event

- Over the grant amount of $2500?
  - Any other resources?
    - Supply donations, volunteer time, in-kind donations?
    - Include in budget
  - Adjust project plans

Planning the Budget

Image from http://www.topfloortech.com

Question 5: Budget

ITEM	AMOUNT
TOTAL	$2500.00

Question 5: Budget

ITEM	AMOUNT
20 bus drivers' stipend for training	$1000.00
Driver appreciation lunch	$400.00
Driver training materials	$100.00
Stipend to trainer	$100.00
Awareness materials for students and teachers	$150.00
Materials to furnish driver room	$500.00
Materials for art projects	$250.00
Coffee and tea	PTA donations
Driver break room and training venue	Provided by school
Ms. Krishna's work time	Provided by school
PTA work time	Volunteer
Additional art materials	Parent donations
TOTAL	$2500.00

Return to Question 2: Project Plan

◉ In other words…
"How will you accomplish your goals?"

2. How will this project be conducted in your community? Provide a detailed plan. Describe proposed activities and events. For example, describe how you will promote or publicize activities to get people to participate. Also discuss any barriers you foresee and how you will address them. (Word limit: 500)

Question 2 – Any Barriers?

◉ Did you realize any challenges while planning your project?

◉ How will these be addressed?
  • "bus drivers are resistant to leaving their buses "un-manned"
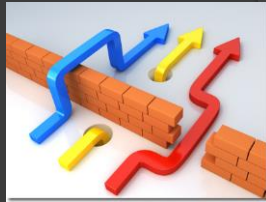
Return to Question 4:
Describing your organization

◉ In other words…
"Why should your organization be awarded this grant?"

4.What is your organization's past experience in addressing related community concerns? Or: What led your organization to identify the stated environmental health concern and what steps if any you have taken to address it?
(Word limit: 200)

Question 4:
Describing your organization

◉ Convince reviewers that your organization has the capacity, experience, qualifications, & past record to conduct the project.

◉ Organization's mission, goals, and priorities

◉ Project coordinator's resume.

◉ Support letters from partners = increase capacity.

Strong applications – see "tips" handout

◉ Be honest about the capacity of your organization – don't over promise.

◉ Explain any omissions, rather than "hope that no one will notice."
  • What is not said in an application can hurt more than what is said.
  • If it is not written in the application, it does not exist for the purpose of the review.

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Program basics

⊙ Five awards, up to $2500

⊙ Organization must be not-for-profit under Section 501c(3)
  • Fiscal agents are acceptable

⊙ Must serve or reside in 10-county region

⊙ <u>Must address an environmental factor that is perceived to cause harm to humans (directly)</u>

⊙ Final applications are reviewed and scored by Stakeholder Advisory Board members

Application process

⊙ Can complete as a PDF fillable form, save, and email file to us. Please rename the file with your organization name and date.
  • Suggest draft in Word, then cut and paste into form

⊙ If need to print and mail OK.
  • Handwritten applications accepted. Word limits apply.

⊙ Remember to include project coordinator's resume!!!

Questions??

Funding Process

⊙ Half of the grant funds will be awarded at the start of the grant
  • Invoice and other paperwork required.

⊙ Grantee must invoice for the second half of funds when needed.

⊙ Plan to keep all invoices/receipts of expenses – all expenses will need to be reported

⊙ Government funds – federal rules apply

Expectations for Awardees

⊙ Complete tax forms ASAP – in order to be in Emory system for the award start date.

⊙ Participate in a planning meeting with Stakeholder Board.
⊙ Provide quarterly brief updates.
  • documentation of activities and milestones
⊙ Participate in an end of year presentation.
⊙ Participate in 30-minute feedback phone call.

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Important Dates

⊙ September 15, 2015: Intent to Apply Due (by email or phone)

⊙ October 1, 2015: Application due (postmark by)
  • Receipt confirmation will be by email or phone.

⊙ Mid-December: Notification of awards

⊙ January 15, 2016: Project start date

⊙ **For more information, please contact:** Laura Whitaker at 404-712-8761 or laura.whitaker@emory.edu