

EPA Region III TCTAC Grant Writing Workshop

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UMD Environmental Finance Center

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Session Agenda

- Pre-Grant Development
 - Finding Funding Opportunities
 - Getting Prepared
- Grant Development
 - Common Grant Elements
 - Timeline
 - Budgets
 - Common Attachments

Pre-Grant Development: Finding Opportunities

Finding Relevant Opportunities: Federal

An official website of the United States government [Here's how you know](#) ▾



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i **Informative status**

Reminder: Federal financial assistance award recipients are a crucial part of safeguarding Federal funds and maintaining a secure cyber environment. Check out our [latest blog post](#) to learn more.

Your Team. Your Workspace.

Applying for a funding opportunity is easier and more efficient when your team collaborates. Grants.gov Workspace makes it possible.


[Apply for a Grant Using Workspace](#)




Home | Grants.gov Launch Meeting - Zoom

grants.gov Finish update

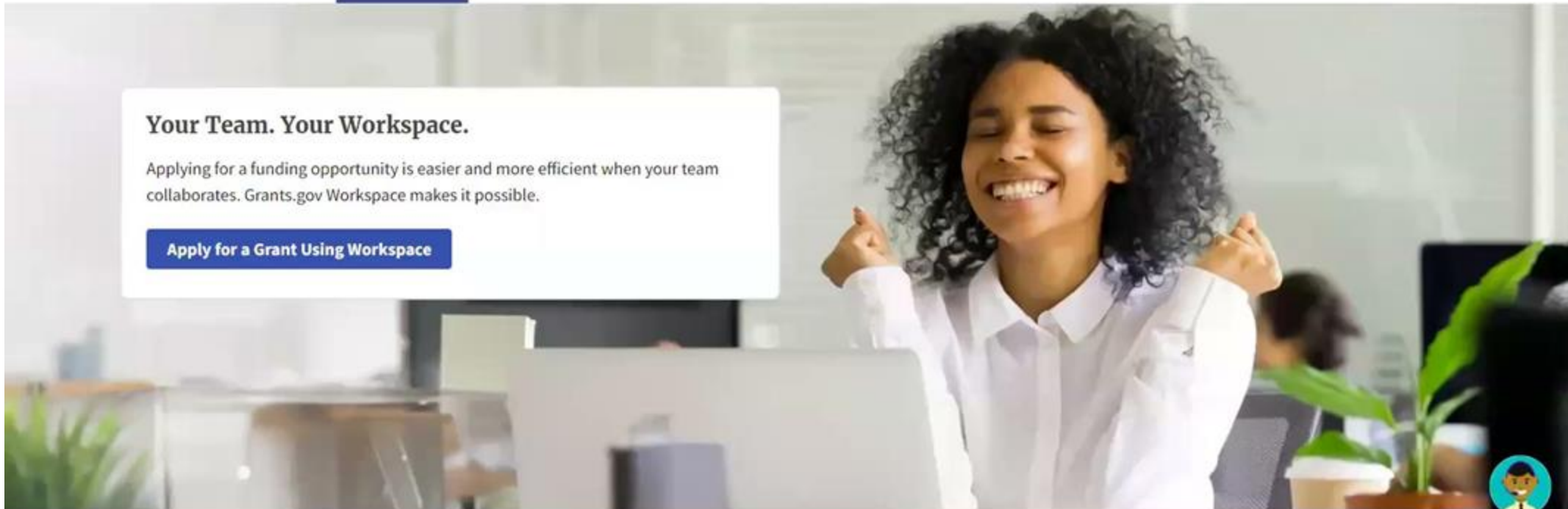
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Finding Relevant Opportunities: Federal

Search Filters on
Grants.gov

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency

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SEARCH GRANTS

?

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

Search

OPPORTUNITY STATUS:

Forecasted (433)

Posted (2,549)

SORT BY:

Posted Date (Descending)

1

Opportunity Number	Opportunity Title
COTONOU-ARF-FY2024002	AMBASSADOR'S RESIL FUND
	Cooperative Agreemen CESU-affiliated Partne

Finding Relevant Opportunities: Federal



Sign up for EPA's listserv:

<https://www.epa.gov/grants/forms/subscribe-epa-grants-update-listserv>



Consider partnering with the US Forest Service:

<https://www.fs.usda.gov/working-with-us/partnerships>



Sign up for DoE's competitions and prizes listserv:

<https://www.energy.gov/eere/funding/eere-prizes-and-competitions>

Finding Relevant Opportunities: State

- Search the website of state agencies related to your project goals
- Join state listservs
- Opportunity Aggregators:
 - Database of State Incentives for Renewables & Efficiency (multi-state): <https://www.dsireusa.org/>
 - Delaware: <https://www.usgrants.org/delaware>
 - Maryland: <https://grants.maryland.gov/Pages/StateGrants.aspx>
 - Pennsylvania: <https://www.usgrants.org/pennsylvania> and <https://www.dep.pa.gov/Citizens/GrantsLoansRebates/Pages/default.aspx>
 - Virginia: <https://www.governor.virginia.gov/constituent-services/grants/>
 - West Virginia: <https://www.usgrants.org/west-virginia>

Finding Relevant Opportunities: Local

- Local
 - Your county may fund projects
 - You may have local community development funders
- Foundation/Philanthropic Funds
 - Regional or national private funds
 - Local or regional community foundations
 - May have a less traditional application process
 - Reporting requirements are often less stringent
- NGOs
 - Regrant opportunities
 - Look for large organizations related to your project goals

Finding Relevant Opportunities: Other Sources

HUB Access - Grants / Grant Opportunities List View

Closing Date	Program	Summary	Focus Area	Eligible Applicants	Individual Award ...	Match or Cost Share ...	Application type
11/21/2024	Environmental and Climate Justice Community Change...	See page 6 of announcement for more info...	Climate/Resilience	Community Ba	Track 1: \$10-20 million per award, \$20 ...	None	Full Propos
5/1/2024	Green and Resilient Retrofit Program (GRRP)...	Comprehensive awards are designed for properties with high efficiency and ...	Housing Energy	HUD-assisted r	Largest Awards - up to \$20 million...	Not stated	Online Exce
6/14/2024	C2C: Clean Energy to Communities: In-Depth Partnerships	The C2C program connects local governments, electric utilities, community-base...	Renewable Energy	Local Governm	Each award will be up to \$500,000 in ...	Not stated	Full Propos
4/17/2025	Clean Energy to Communities: Expert Match Program	Expert Match is most suitable for communities that could benefit from ...	Environmental Justio	Local Governm	This is a technical assistance ...	N/A	Online App
6/26/2024	Science to Achieve Results (STAR): Air Quality Information...	Research Grant to characterize exposure to air pollution in underserved ...	Pollution Reduction	Nonprofits	Up to \$1,250,000	None	Full Propos
12/1/2024	Virginia Trees for Clean Water	Projects funded through the program include tree-planting activities of all ...	Tree Planting	Nonprofits	\$1,000 - \$50,000; Larger grants may be ...	No specific requirement, but some match ...	Full Propos

<https://airtable.com/appgVYEMnnLhTsgO/pagsauKrh4UuLlLg>

HUB Access - Grants: Grant Opportunities List View - Airtable

Start Date

4/30/2024

Program

[Urban Trees Mini-Grant Program](#)

Funder

Chesapeake Bay Trust (CBT)

Focus Area

Environmental Justice [Tree Planting](#)

Summary

Mini grant to fund small tree planting projects in underserved urban areas of Maryland

Eligible Applicants

Faith-based organizations Nonprofits [Community Based Organizations](#)
[Homeowner Associations](#) [Community Associations](#) [Schools](#) [Communities](#)
[Service, Youth, and Civic Groups](#)

Match or Cost Share Requirement

Match is encouraged but not required

Total Funding Available

Applications accepted on a rolling basis
"until funds for this fiscal year are exhausted"

Individual Award Amount

Up to \$5000

Award Period

Lump sum -- "Most awardees will receive 90% of their funds up front... and 10% of the total award after the final report is submitted and approved."

Notes

- (1) Only specific areas of Maryland are eligible applicants (see map [here](#))
- (2) Full proposals are not required up front; provide CBT with basic information, and they will work with you to develop a more detailed plan

Application type

[Online Application](#)

Status

OPEN (Rolling basis)

Resources

- (1) Program Assistant: Bridget Robey, at (410) 974-2941 x 117 or brobey@cbtrust.org
- (2) [Website link](#): scroll down for an informational webinar
- (3) [MD underserved community map](#)

Pre-Grant Development Getting Prepared

Getting Prepared: Content

- Information to have on hand:
 - Qualifications
 - A short history of your organization
 - Your organization's mission
 - Bios for your team and participating partners
 - Examples of previous success with the type of work you are proposing
- Past Performance
 - Successes you have had securing and managing grant funds

Getting Prepared: Determine Eligibility

- Review the funding announcement to see if:
 - your organization is eligible
 - your project aligns with the grant's goals
 - the deadline is manageable
 - you have the capacity
- Advise your board of directors and obtain their pre-approval



Announcements go by many different names. A few examples:

- Request for Proposals (RFP)
- Request for Applications (RFA)
- Notice of Funding Opportunity (NOFO)
- Letter of Intent (LOI)

Getting Prepared: Create Accounts

- Federal Grants:
 - Register with SAM.gov and receive a “Unique Entity ID” <https://sam.gov/content/home>
 - Register with grants.gov <https://www.grants.gov/register.html>
- Other:
 - Other grantors may have their own centralized portals



Standard Forms are often accessible only through portals.

Review these forms as early as possible to ensure you have the information you will need to complete them.

Getting Prepared: Access Support

- Grant specific resources:
 - Webinars
 - EPA: <https://www.epa.gov/grants/epa-grants-webinars>
 - FAQ documents
 - Contact info for grant program managers
 - Office hours
 - Technical Assistance programs
 - Resource guides
 - Examples



Reach out to grant program managers to discuss your proposal and get their input.



Check FAQs often; new responses may be added while the announcement remains open.

Grant Proposal Common Elements



Title & Abstract



Title – first impressions matter!

- The title should 1) offer a brief and clear summary of the proposal, and 2) capture the reviewers' attention.



Abstract – Flesh out that title!

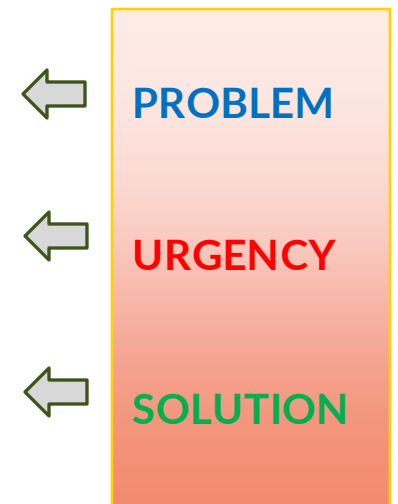
- Be compelling! Make the reviewer **WANT** to learn more about your proposal.
- Clearly define the problem to be addressed and its urgency.
- Clearly explain how your solution will address the problem.

Title & Abstract Example

Title – *Getting the MOST for Maryland Black Mayors*

Abstract – The Maryland Black Mayors, Inc. (MBM) requests funds to launch the *Getting the MOST for Maryland Black Mayors* program. Representing African American mayors that serve residents in 16 municipalities across Prince George’s County, **100% of MBM leaders surveyed identified a lack of environmental related education and outreach programs targeted to their elected leaders and municipal staff. This results in a disproportionate lack of resources to decrease pollution and improve public health in these underserved and overburdened communities.**

Through in-person workshops, online courses, discussion forums, and matchmaking with local watershed groups, participants will gain an increased understanding of environmental issues, the purpose of the County’s stormwater fee, available funding opportunities, and the multiple community benefits that stormwater and green infrastructure projects can offer.



Goals vs. Objectives

Goal

- Broad statement about the overall outcome you want to achieve.

Objectives

- Specific framework that will lead to the accomplishment of the goals.
- Should pass the SMART test: Specific, Measurable, Achievable, Realistic, Timebound

GOAL SETTING



Goals vs. Objectives

Example

Project Goal:

Getting the MOST for Maryland Black Mayors will provide watershed-based education and training for MBM elected leaders and municipal staff.

Project Objective:

By the end of the project, elected officials and staff in at least 10 participating MBM communities will have an increased understanding of the value of addressing stormwater management, participating in the County's Clean Water Program, and how to better connect constituents with funding opportunities and resources.

Specific

Measurable

Achievable

Realistic

Timebound

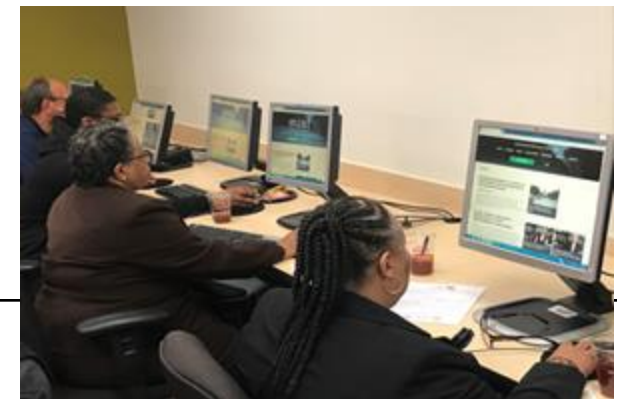
Outputs vs. Outcomes

Outputs	Outcomes / Impact
<p>Activities to be accomplished:</p> <ul style="list-style-type: none">• Conduct workshops/training• Deliver services• Develop products, resources, curriculum, action plans• Facilitate meetings• Install air quality monitors• Install a rain garden	<p>The impact or change that will happen as a result of the activities:</p> <p>Short-term</p> <ul style="list-style-type: none">• Knowledge, awareness• Attitudes, opinions• Skills <p>Medium/Long-term</p> <ul style="list-style-type: none">• Behaviors• Decision making• Policies• Environmental, economic, or social changes

Outputs vs. Outcomes

Example

Outputs	Outcomes / Impact
<ul style="list-style-type: none">• Facilitate one in-person kick-off event• Develop a four-course stormwater management curriculum• Facilitate bi-weekly peer to peer discussion forums• Develop stormwater action plans for each community	<ul style="list-style-type: none">• Increased awareness of the significance of stormwater runoff, its impact on local water quality, and the multiple community benefits of urban BMPs• Increased awareness of County resources and practices to reduce pollution and protect local waterways• Increased grant writing skills of municipal elected officials and staff



Milestone Schedule

- Shows how project activities are sequenced.
- Acknowledges points where multiple project timelines intersect.
- Signifies transitions in project development.
- Should support and/or supplement your Project Activities (Outputs) section.
- Demonstrates that you have thought through the steps it will take to achieve your proposed outputs and outcomes.
- Acts as checkpoints that ensure you stay on track.



Include a table in your work plan narrative to help organize your milestone schedule!

Milestone - Example

Milestones	Date
Output 1: Facilitate an in person kick-off event	
1.1 Develop communication and outreach materials	Month 1
1.2 Secure location for event	Month 1
1.3 Recruit and enroll participants	Months 2-3
1.4 Co-develop agenda with key partners	Months 2-3
1.5 Kick-off event held	Month 4
1.6 Evaluation of kick-off event	Month 4
Output 2: Develop a four-course stormwater management curriculum	
2.1 Develop communication and outreach materials	Month 5
2.2 Co-develop curriculum with key participants and partners	Months 5-6
2.3 Pilot and validate curriculum	Month 7
Output 3: Facilitate bi-weekly peer to peer discussion forums	
3.1 Hold Forum 1: Stormwater 101-Municipal Roles and Responsibilities	Month 8
3.2 Hold Forum 2: Green Infrastructure and Low Impact Development 101	Month 8
3.3 Hold Forum 3: Funding Municipal Programs for Community and Environmental Health	Month 9
3.4 Hold Forum 4: County Programs, Action Planning, and Grant Writing	Month 9
3.5 Complete forum evaluation	Month 10

Grant Proposal Timeline

Milestones	Months									
	1	2	3	4	5	6	7	8	9	10
Output 1: Facilitate an in-person kick-off event										
1.1 Develop communication & outreach materials	X									
1.2 Secure location for event	X									
1.3 Recruit and enroll participants		X	X							
1.4 Co-develop agenda with key partners		X	X							
1.5 Hold kick-off event				X						
1.6 Evaluate kick-off event				X						
Output 2: Develop a four-course stormwater management curriculum										
2.1 Develop communication & outreach materials										
2.2 Co-develop curriculum with key partners			X	X	X	X				
2.3 Pilot and validate curriculum						X	X			
Output 3: Facilitate bi-weekly peer to peer discussion forums										
3.1 Hold Forum 1: Stormwater 101-Municipal Roles and Responsibilities								X		
3.2 Hold Forum 2: Green Infrastructure & LID 101								X		
3.3 Hold Forum 3: Funding Municipal Programs for Community and Environmental Health									X	
3.4 Hold Forum 4: County Programs, Action Planning, and Grant Writing									X	
3.5 Complete forum evaluation										X

Grant Proposal Budget

Budget Categories

- **Personnel** - Salaries and wages and effort (fulltime, part-time, etc.)
- **Fringe Benefits**- Health insurance, life insurance, vacation, retirement contributions
- **Travel** - domestic travel to conferences, mileage reimbursement (federal rate is \$0.67 / mile)
- **Equipment** - Items that are \$5,000 or more /unit
- **Supplies / Materials** - Computer equipment, copying, printing, etc.
- **Contractual** - A contractor provides goods and services, controls how much they charge for services, and is paid on a per job basis
- **Other direct costs** - Participant incentives, meeting costs, rent, etc.
- **Indirect costs**- Overhead, Facilities & Administrative (F & A), 10% is de minimis

Budget Justification

Provides a detailed accounting of how the funding requested will be spent.

- **Personnel:** Who? How much time? Salary? Role on the project?
- **Fringe:** What components? What rate(s)? How are those rates determined?
- **Travel:** Where? For what purpose? How many people? What costs and at what rates? How are those rates determined?
- **Equipment:** What type? How will it be used? How were costs determined?
- **Supplies:** What type? How many? For what purpose? How were costs determined?
- **Contractual:** What type? For what purpose? What will the procurement process look like?
- **Other:** What items? How were cost estimates determined?
- **Indirect:** What rate? How was the rate determined?

Budget Matching Funds

- Resources that applicant is bringing to the project.
- Sometimes required, but often makes for a more compelling proposal. Shows “skin in the game”.
- **Cash match** - actual dollars you will expend on your project that are not part of your proposal.
- **In-kind match** - non-cash contributions to a project such as volunteer time, loaned equipment, or donated supplies.



Budget Example

12-month budget					
Personnel	Budget Category	Hourly Rate	Number of Hours	Total	Budget Justification
Director	Personnel	\$60.00	15	\$900	Organizational oversight
Program Manager	Personnel	\$40.00	90	\$3,600	Project management, research coordinator, content developer
Program Coordinator	Personnel	\$30.57	240	\$7,336	Primary liaison, outreach facilitator, community engagement
Project Assistant	Personnel	\$27.50	18	\$495	Administration, fund management
Fringe Benefits	Personnel	25%	\$12,331	\$3,082.73	
				Total Personnel	\$15,414
Travel					
		Mileage Rate	Number of Miles		
Domestic	Travel	\$0.55	367	\$200	Mileage for approximately 15-20 mile round trips to communities and events @\$0.545
				Total Travel	\$200
Other Costs					
Materials/Printing	Other	\$1,000		\$1,000	Educational materials and resources
Meeting Expenses	Other	\$1,000		\$1,000	Community engagement forums, program assessments
Telecommunications	Other	\$550		\$550	Newsletter, community survey tools, other technology needs
				Total Other Costs	\$2,550
Indirect Cost					
			Number of Miles		
F&A	Indirect	10%	18,164	\$1,816	Mileage for approximately 15-20 mile round trips to communities and events @\$0.545
				Total Indirect Cost:	\$1,816
* Benefits = 25% of Base Salary; F&A = 10%					
				Total Project Costs	\$19,980

Letter of Support (LOS) VS Letter of Commitment (LOC)

Letter of Support (LOS)

- Articulate general support for the grant request.
- Should describe the author's involvement with your organization and/or the community AND how the funding will help address a need.
- Consider soliciting support letters from:
 - Consumers of your services, individuals that benefit from what you do
 - Government officials –mayors, state and federal legislators
 - Other stakeholders with an interest in how the funding will benefit the community

Letter of Commitment (LOC)

Demonstrate your partners' involvement and identify their specific contributions to ensure the project's success. The content should include:

- Brief description of previous collaborations with the applicant
- Their role in the proposed project
- Amount of monetary support they will contribute (if applicable)
- Type and value of any in-kind support they will provide – staff time, facility space, supplies, equipment



An LOC is generally stronger than an LOS.

If possible, you should aim to get LOCs

Submit the Grant

Submit the Grant

The last step is to submit the grant. However, before you do you will want to:

- Complete a final review for grammar and typos
- Ensure that you've included all required elements
- Review evaluation criteria and ensure that you've addressed the funder's needs and priorities
- Ensure that you've attached all required forms, especially for federal awards

Once you've gotten all the required elements in order, you are ready to submit the grant proposal. Congratulations!

Register for TCTAC Services



Sign up for EFC Office Hours

[https://calendly.com/
kebrooks/tctac](https://calendly.com/kebrooks/tctac)

Thank you!

Q & A

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