



workforce **TAG**

Grant Application consider “go” or “no go”

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WorkforceTAG

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Funding Opportunity Go / No Go Process

Identify a Goal / Funding Opportunity

- **Does this project fit your mission and priorities?**
- **Does this project serve a specific community need?**
- **Are there other partner organizations that might share this goal or contribute to the solution?**
- **Is this project based on best practices in the field?**
- **Does this project advance best practices in the field?**
- **Is there sufficient time to write, compile, get authorization for, and submit a proposal?**
- **Do we have the appropriate training, experience, and time to administer the grant?**

Funding Opportunity Go / No Go Process

Prepare Summary for Leadership Review

- **Notify potential partners and convene as appropriate.**

No Further Action

Note: The stakeholder group should be inclusive with adequate representation from impacted parties, but small enough so each invited member has and knows their specific role.

Funding Opportunity Go / No Go Process

Information Gathering and Design

- **Review grant checklist (next slide)**
- **Ensure you have all initial information and circulate to partners.**
- **Identify goals, objectives, and performance measures.**
- **Confirm partners and roles.**
- **Incorporate team input in proposal design.**

Grant Checklist

√	Needed Information	Notes
	Grant Due Date	
	Grant Life (e.g. 1 year, 5 years)	
	Grant Amount	
	Eligible Applicant(s) and # of Awardees	
	Funding Restrictions	
	Special Provisions / Target Population(s)	
	Required & Optional Partners	
	Roles of All Partners	
	Staffing Requirements	
	Infrastructure Requirements	
	Outcomes/Performance Measures	
	Budget	
	Required Documents and Attachments	
	Submission Details	

Funding Opportunity Go / No Go Process

GO / NO GO?

- **Finalize draft narrative and budget.**
- **Ensure you have all required attachments.**
- **Circulate for review, including to leadership.**
- **Submit grant proposal!**

No Further Action

WRITING TIPS



Start Early! The grant design and writing process always takes longer than anticipated.

Follow the instructions and answer the questions being asked.

Keep your audience in mind. Avoid jargon, provide context, and be clear.

Make sure your budget aligns with activities discussed in the narrative.

GRANT APPLICATION SUCCESSES AND LESSONS LEARNED



- **Grant Planning**

- **Prepare grant checklist and timelines**
- **Schedule initial meetings**
- **Email checklist to partners**
- **Prepare evaluation checklist, if needed**
- **Identify required approvals**
- **Finalize internal request forms where required**

GRANT APPLICATION SUCCESSES AND LESSONS LEARNED



- **Concept Planning Meetings**
 - **Schedule planning meetings**
 - **Partner(s) prepare proposal template with RFP criteria & submit**
 - **Prepare logic model draft with the following:**
 - **Inputs and outputs**
 - **Activities**
 - **Outcomes and outcome measures**
 - **Target population**
 - **Theory of change/hypothesis**

LOGIC MODEL TEMPLATE

Proposal Lead and Contact:

Proposal Title:

Funding Source and Amount Requested:

Date:

Grantor

Grant Due Date

Grant Life

Grant Amount (Max and Min)

Eligible Applicant(s) and # of Awardees

Proposal Objective

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes/Impact

GRANT APPLICATION SUCCESSES AND LESSONS LEARNED



- **Budget Planning**

- **Required administrative and program staff**
- **Program/project resources needed**
- **Data systems needed**
- **Budget template (by year) based on direct and indirect costs**
- **Finalize costs (by partner) with total direct and indirect costs**
- **Verify grant system access and grantee information needed**

GRANT APPLICATION SUCCESSES AND LESSONS LEARNED



- **Grant Submission and Feedback**
 - **Final reviews by partners and leadership**
 - **Obtain approval(s) and signature(s)**
 - **Review and finalize required RFP documents**
 - **Complete submission**
 - **Document tracking verification**
 - **Follow-up on awards at due date**
 - **If not accepted, request feedback session and prepare lessons learned**