Technical Information

SAMHSA
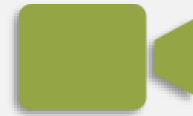Substance Abuse and Mental Health Services Administration

This training was developed under the Substance Abuse and Mental Health Services Administration's Prevention Technology Transfer Center task order. Reference # 1H79SP081018.

For training use only.

Funding for this presentation was made possible by SAMHSA grant no. 1H79SP081018. The views expressed by speakers and moderators do not necessarily reflect the official policies of HHS; nor does mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.

LIVE

This webinar is now live.

It is being recorded.

Please remain muted.

Welcome

Central East PTTC Webinar

Introduction to Grant Writing for Prevention Organizations Session 1: Introduction to Grant Writing

The Central East PTTC is housed at the Danya Institute in Silver Spring, MD

Oscar Morgan
Acting Executive Director

Deborah Nixon Hughes
Project Director

Central East (HHS Region 3)
PTTC

Each TTC Network includes 13 centers.
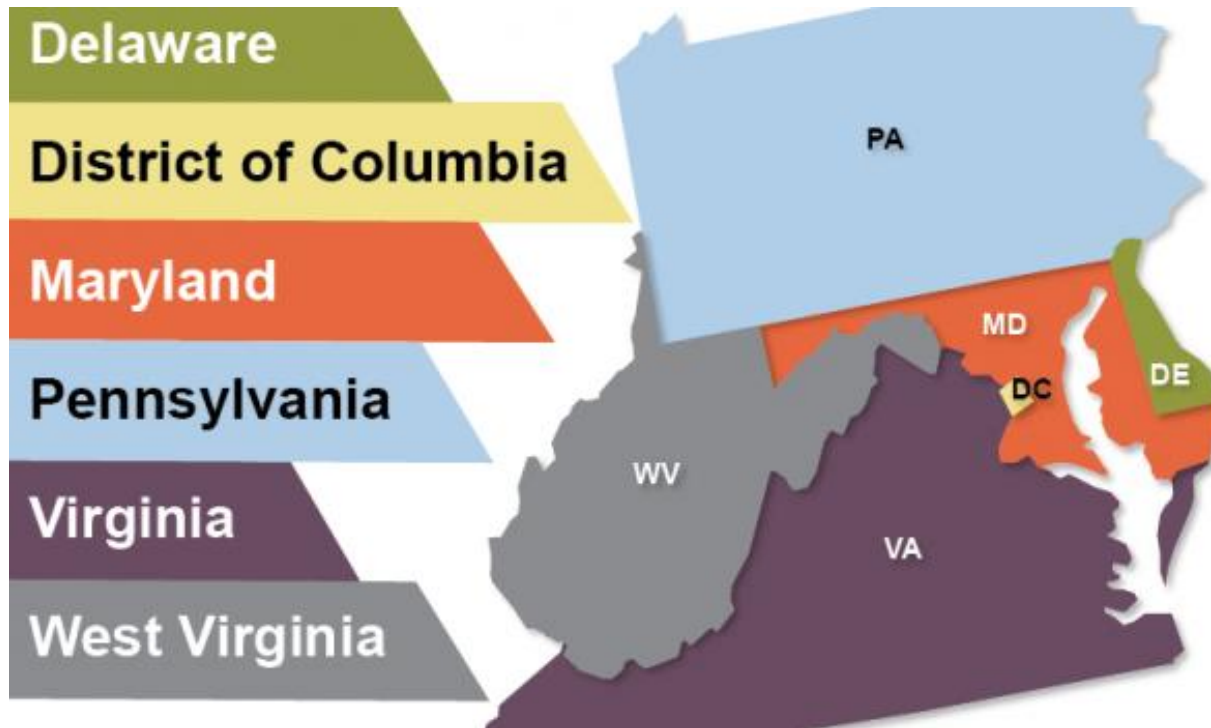

Network Coordinating Office

National American Indian and Alaska Native Center

National Hispanic and Latino Center

10 Regional Centers (aligned with HHS regions)

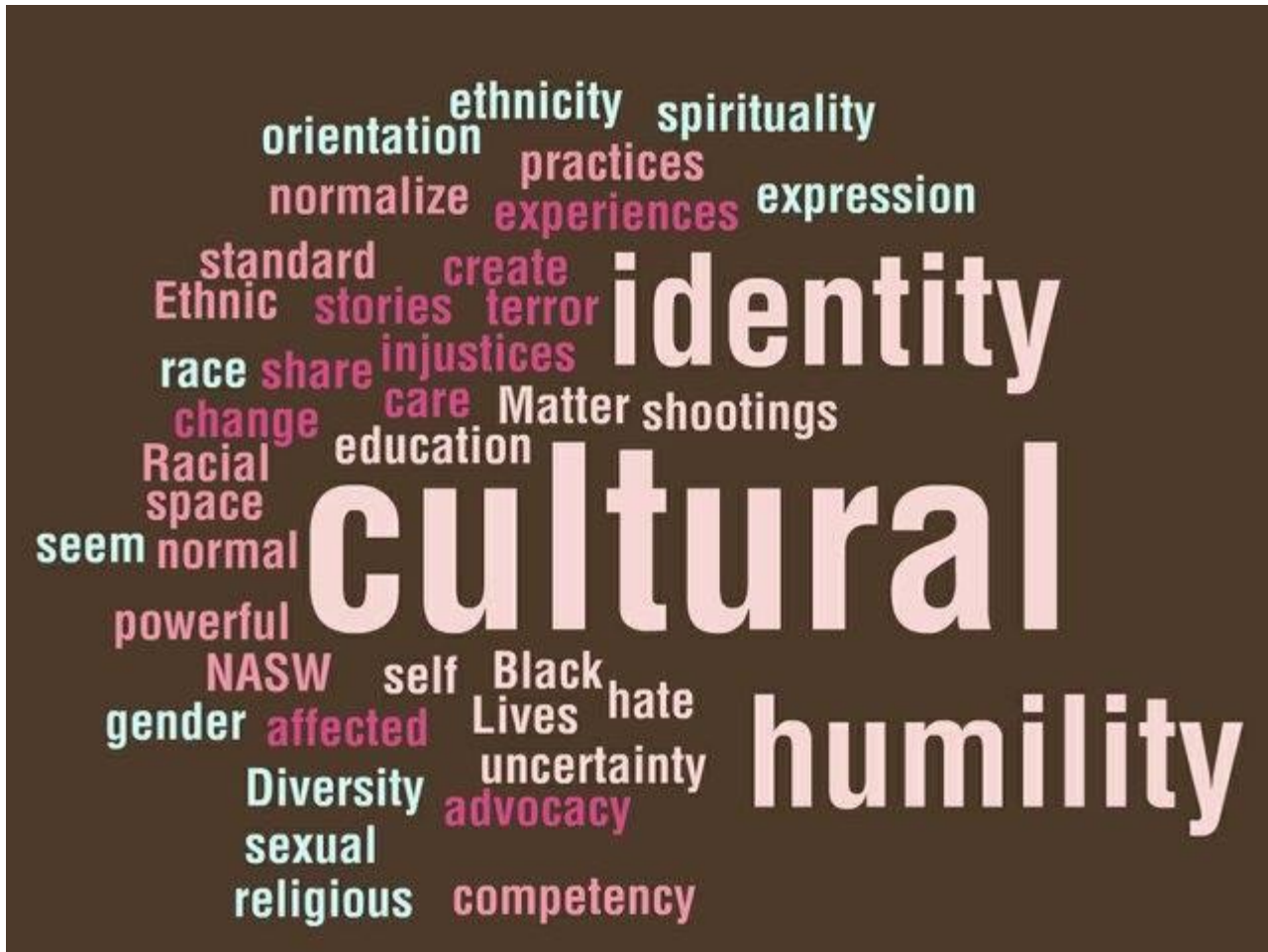# Central East Region

HHS REGION 3

The use of affirming language inspires hope.

LANGUAGE MATTERS.

Words have power.

PEOPLE FIRST.

The PTTC Network uses affirming language to promote the application of evidence-based and culturally informed practices.

PTTC Mission

To Strengthen the Capacity of the Workforce to Deliver Evidence-Based Prevention Strategies and Facilitate Opportunities for Preventionists to Pursue New Collaboration Opportunities, which include Developing Prevention Partnerships and Alliances

Central East (HHS Region 3)
PTTC

Central East PTTC Specialty Area

Engaging and Collaborating with Primary Care Providers for Substance Use Prevention

Eligibility

Behavioral health and health care providers, consumers, families, state and local public health systems and other stakeholders

Consistent with Regional, State and Local Needs

No cost

Data Driven

EBPs provided by Subject Matter Experts

Central East (HHS Region 3)
PTTC

PTTC Focus Areas

- Opioid/harm reduction strategies
- Suicide prevention and substance use overdoses
- Youth vaping/tobacco
- Youth alcohol and suicide
- Health equity and the elimination of disparities
- Trauma
- Workforce leadership development series-strategic planning/SPF; data-informed decision-making; environmental strategies

Central East (HHS Region 3)
PTTC

Other Resources in Region 3

Central East (HHS Region 3)

ATTC — Addiction Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

Central East (HHS Region 3)

MHTTC — Mental Health Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

Introduction to Grant Writing

Daniel Webb, Ph.D.
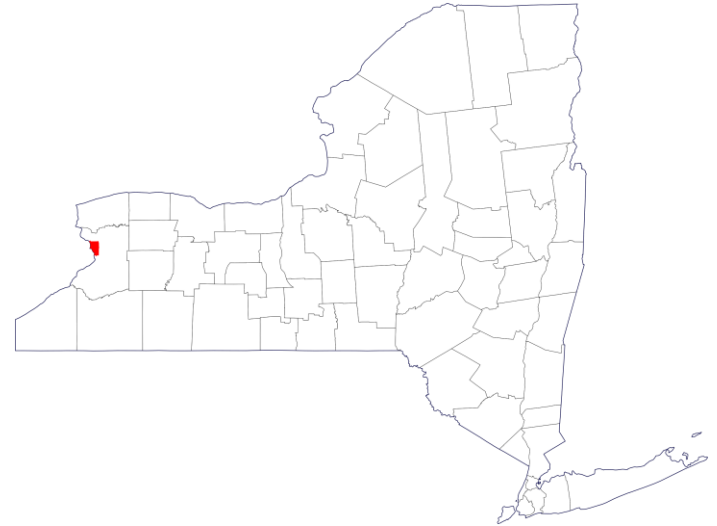www.catalyst-insight.com
www.catalystresearch.net

January 27, 2022

Presenter

Dan Webb, Ph.D.

- Co-owner, Catalyst Insight and Catalyst Research

- Headquartered in Buffalo, NY

- 18 years in the prevention field

- Expertise in grant writing, program evaluation, survey development, and data analysis/reporting

- Excited to be presenting today and looking forward to a great session!

Learning Objectives/Agenda

Welcome! Today we will…

1. Review commonly used grant terminology

2. Discuss how and where to find grant opportunities appropriate for your organization

3. Review how to determine your eligibility for grant opportunities

Central East (HHS Region 3)
PTTC

I. Common Grant Terminology

Central East (HHS Region 3)
PTTC

I. Common Grant Terminology

Grant terminology can be intimidating at first

- Grant terms can be specific to different agencies, grant lines, and/or year of grant notice

- It is important to familiarize yourself with grant terminology BEFORE you decide to apply for a grant

- Some of the most common terms used in federal grants may be found here:
  https://www.grants.gov/learn-grants/grant-terminology.html
  https://www.samhsa.gov/grants/grants-glossary
  https://www.cdc.gov/nphpsp/pdf/glossary.pdf

Central East (HHS Region 3)
PTTC

I. Common Grant Terminology

Term	Explanation
Authorized Organization/ Fiscal Agent	The agency that will oversee and authorize all budget expenditures.
Budget Narrative	A line-item description of your expected expenditures.
Fiscal Year	The awarding agency's fiscal year.
Community Overview	A description of the community to be served.
Demonstration of Need	A description of why your community should be funded to address the issues you have identified.
Inclusion	The practice and belief that all groups should have equal access to opportunities and resources.
Goals	Your broad intent for an initiative – e.g., "To make the community a healthy place for youth to grow up."
Objectives	The specific, measurable steps you will take to reach your goal – e.g., "By 2023, reduce the community risk factor of laws and norms favorable to drug use by 2% as measured by the CLYDE Survey."

I. Common Grant Terminology

The use of acronyms is <u>very</u> common in the grant world

- While acronyms allow brevity, they often leave readers unclear or frustrated

- Fortunately, there are many standard acronyms used across the field of prevention, regardless of funding source

- In all cases, check the end of the grant announcements you are interested in for a glossary of terms

I. Common Grant Terminology

Some of the most common acronyms you will find:

Acronym	Meaning
RFP	Request for Proposals
FOA	Funding Opportunity Announcement
RFA	Request for Funding Applications
NOFO	Notice of Funding Opportunity
AOR	Authorized Organization Representative
DUNS	Data Universal Numbering System
FY	Fiscal Year
GPRA	Government Performance and Results Modernization Act

Acronym	Meaning
SAM	System for Award Management
DMP	Data Management Plan
PII	Personally Identifiable Information
IRB	Institutional Review Board
SF-424	Standard Forms-424
ATOD	Alcohol, Tobacco, and Other Drugs
SMART Objectives	Specific, Measurable, Achievable, Relevant, and Time-bound

Central East (HHS Region 3)
PTTC

II. Where to Find Opportunities

Grant announcements are released at different times by different agencies

- Most specific grant lines (e.g., Drug-Free Communities) are released around the same time each year

- However, each agency may have its own fiscal cycle that determines when grants are available

- It is essential to:
  - Check grant websites regularly
  - Network with others in the field to find opportunities
  - Sign up for grant announcements (grants.gov example below)

Registering with Grants.gov
One account to manage all your profiles, applications, and subscriptions.

Applicants
1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the **Applicant Registration page**.

II. Where to Find Opportunities

Specific sites to use include:

- Grants.gov (https://www.grants.gov/)
  - This is THE repository for federal assistance
  - Account creation is required
  - You may search by agency, keyword, year, etc.

- State-level portals (https://grantsmanagement.ny.gov/)

- Foundations
  - Sign up for grant announcements
  - Check grant websites regularly
  - Network with others in the field to find opportunities

II. Where to Find Opportunities

When searching available opportunities, please keep the following in mind:

- Grant announcements are usually released as a "grant application package" – especially on grants.gov

- Grant application packages may contain many documents – almost all of which are necessary only if you are applying

- First, check the announcement for an overview of the grant program and eligibility requirements

III. Determining Eligibility

Before applying for a grant, it is essential that you determine your organization's eligibility

- Eligibility requirements can vary greatly across different grant lines, funding agencies, and grant years
- If you do not meet all eligibility requirements, your application <u>will not be reviewed</u>
- Some eligibility requirements will necessitate support from community partners
- In short…

ALWAYS REMEMBER TO PLAN AHEAD

Central East (HHS Region 3)
PTTC

III. Determining Eligibility

Common eligibility requirements include…

- Agency/organization established for a certain period of time
- Demonstrated experience in managing finances
- Showing specific data to demonstrate need
- Limits to the time an agency may receive funding, or limits to the number of grants in a given geography
- Required geography to be covered (e.g., rural or tribal grants)
- Required demography to be covered (e.g., poverty reduction grants)
- Agency is able to satisfy national evaluation requirements

Central East (HHS Region 3)
PTTC

III. Determining Eligibility

Some practical examples

- Drug-Free Communities Program – coalitions must have a representative from each of the program's defined 12 community sectors

- Strategic Prevention Framework – Partnerships for Success Grant – applicants must not have received funding under a specific set of other SAMHSA grants

- SAMHSA Treatment Drug Courts – state, local, and tribal governments are the only eligible applicants

---

- First step in all cases – search the request for proposal for "eligibility" and ensure you are eligible for awards

IV. What Comes Next?

After you are sure your organization meets a grant requirement, it is time to:

- Form a grant response team and designate a team lead – writing a grant alone or with limited help is *very* difficult
- Assign tasks by grant section or another manageable division of the grant response
- Begin systematically collecting data as required for the grant
- Reach out to potential partners, including a fiscal agent if you are not a 501(c)3 organization

- Explore all this and more in the next session: *Getting Your Grant Application Started*, on Thursday, February 3, 2022

Central East (HHS Region 3)
PTTC

Contact Us

Central East (HHS Region 3)
PTTC Prevention Technology Transfer Center Network
Funded by Substance Abuse and Mental Health Services Administration

a program managed by

THE DANYA INSTITUTE

Central East PTTC website:
www.pttcnetwork.org/centraleast

Danya Institute website:
www.danyainstitute.org

Deborah Nixon-Hughes, Director:
dhughes@danyainstitute.org

Danya Institute email and phone:
info@danyainstitute.org
(240) 645-1145

Central East (HHS Region 3)
PTTC