Technical Information

SAMHSA
Substance Abuse and Mental Health Services Administration

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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
Executive Director

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Project Director

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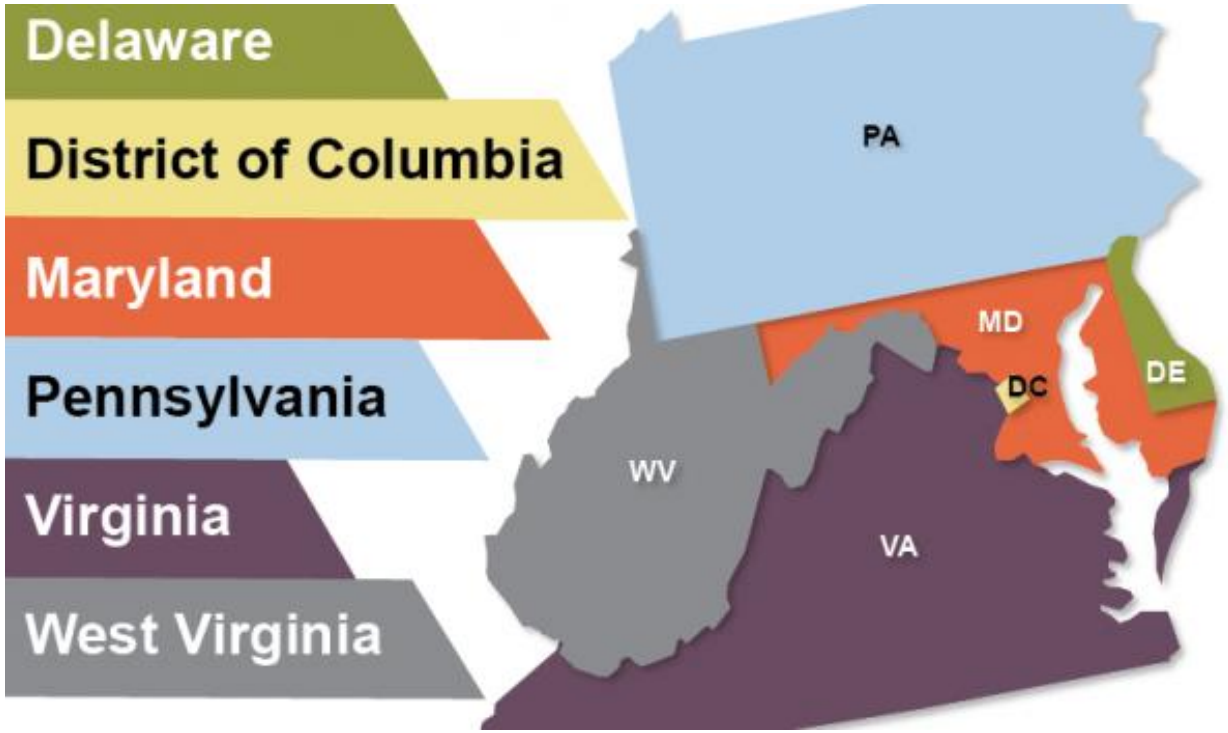
Central East Region

SAMHSA REGION 3



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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.

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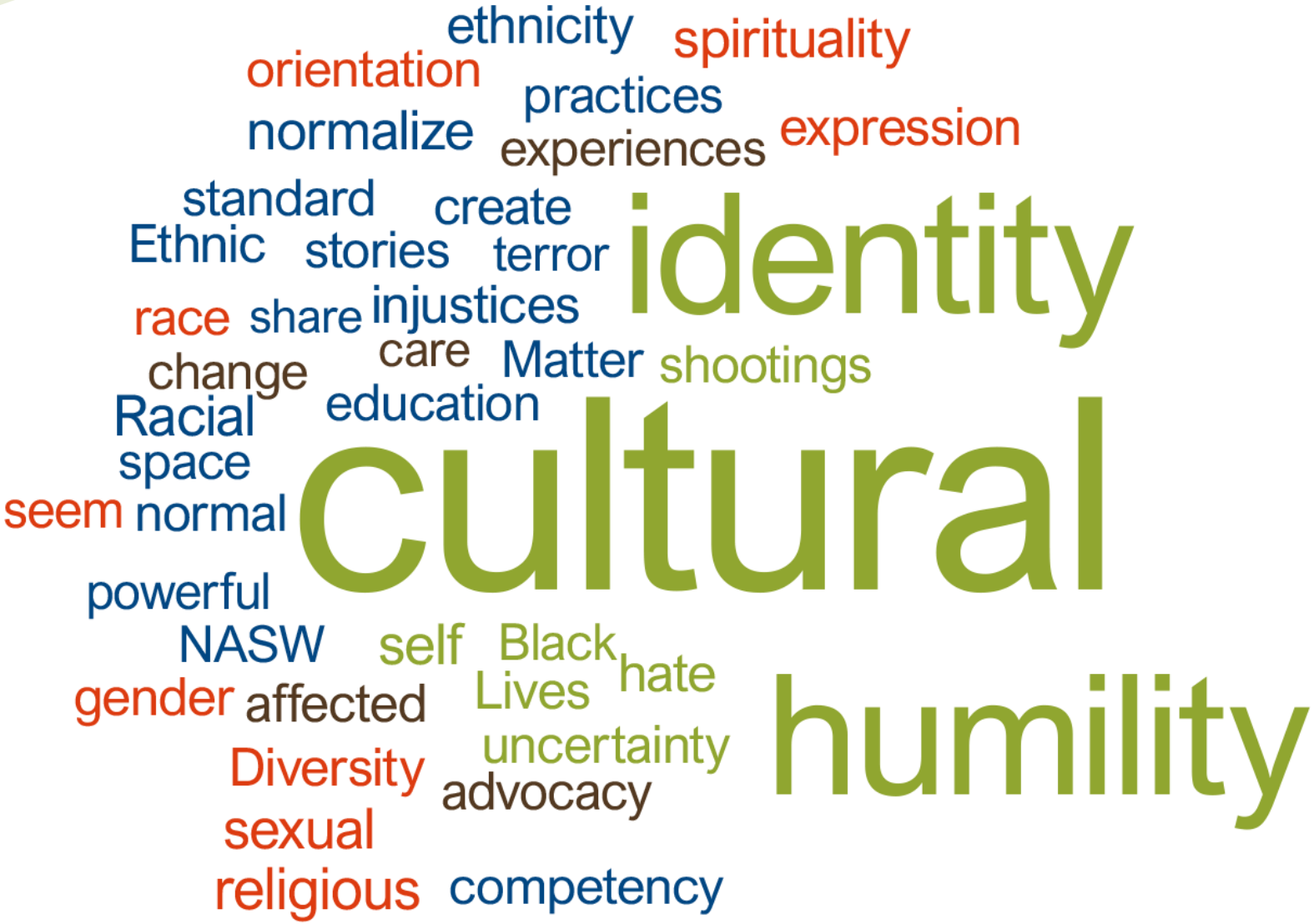

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PTTC Mission

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

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Services Available

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Other Resources in SAMHSA Region 3

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ATTC Addiction Technology Transfer Center Network

Funded by Substance Abuse and Mental Health Services Administration

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MHTTC Mental Health Technology Transfer Center Network

Funded by Substance Abuse and Mental Health Services Administration

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PTTC Prevention 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 9, 2024

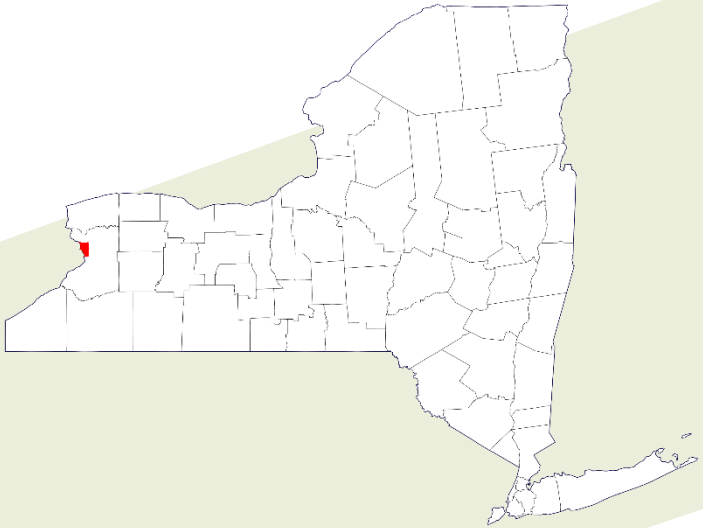
SAMHSA Substance Abuse and Mental Health Services Administration

THE DANYA INSTITUTE

Presenter

Dan Webb, Ph.D.

- Co-owner, Catalyst Insight and Catalyst Research
- Headquartered in Buffalo, NY
- 20 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!



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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 next steps when finding an application that is of interest

I. Common Grant Terminology

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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/grants/dictionary/index.html

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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.

I. Common Grant Terminology

Term	Explanation
Inclusion	The practice and belief that all groups should have equal access to opportunities and resources.
Health Disparities	Health disparities are preventable differences in the burden of disease, injury, violence, or in opportunities to achieve optimal health experienced by socially disadvantaged racial, ethnic, and other population groups, and communities.*
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.”

* https://www.cdc.gov/aging/disparities/index.htm

I. Common Grant Terminology

The use of acronyms is very 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:

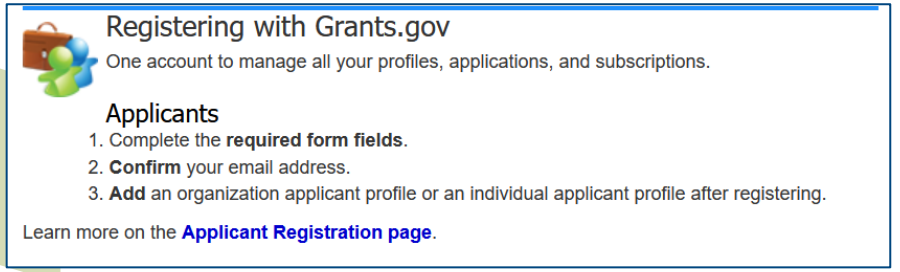
Acronym	Meaning
RFP	Request for Proposals
FOA	Funding Opportunity Announcement
RFA	Request for Funding Applications
NOFO	Notice of Funding Opportunity
AOR	Authorized Organization Representative
FY	Fiscal Year
GPRA	Government Performance and Results Modernization Act
SAM	System for Award Management

Acronym	Meaning
DMP	Data Management Plan
DIS	Disparities Impact Statement
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

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)



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 foundations
  - Many local libraries/universities have directories

II. Where to Find Opportunities

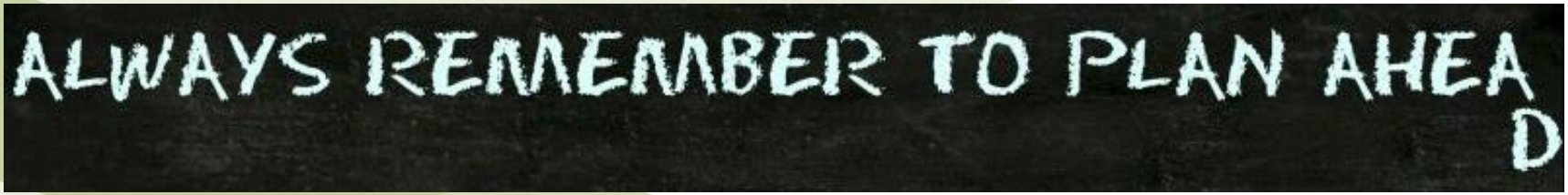
When searching available opportunities, please keep the following in mind:

- 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 will not be reviewed
- Some eligibility requirements will necessitate support from community partners
- In short…



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
- Required geography to be covered (e.g., rural or tribal grants)
- Required demographic characteristics (e.g., poverty reduction grants)
- Previous work with grant-related populations (e.g., LGBTQ+, etc.)

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

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- 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 grant requirements and you have decided to apply, 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 Tuesday, January 16, 2024

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Contact Us

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PTTC Prevention Technology Transfer Center Network

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THE DANYA INSTITUTE

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