

# 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

Deborah Nixon Hughes  
Project Director



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Technology Transfer Centers

Funded by Substance Abuse and Mental Health Services Administration

**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)

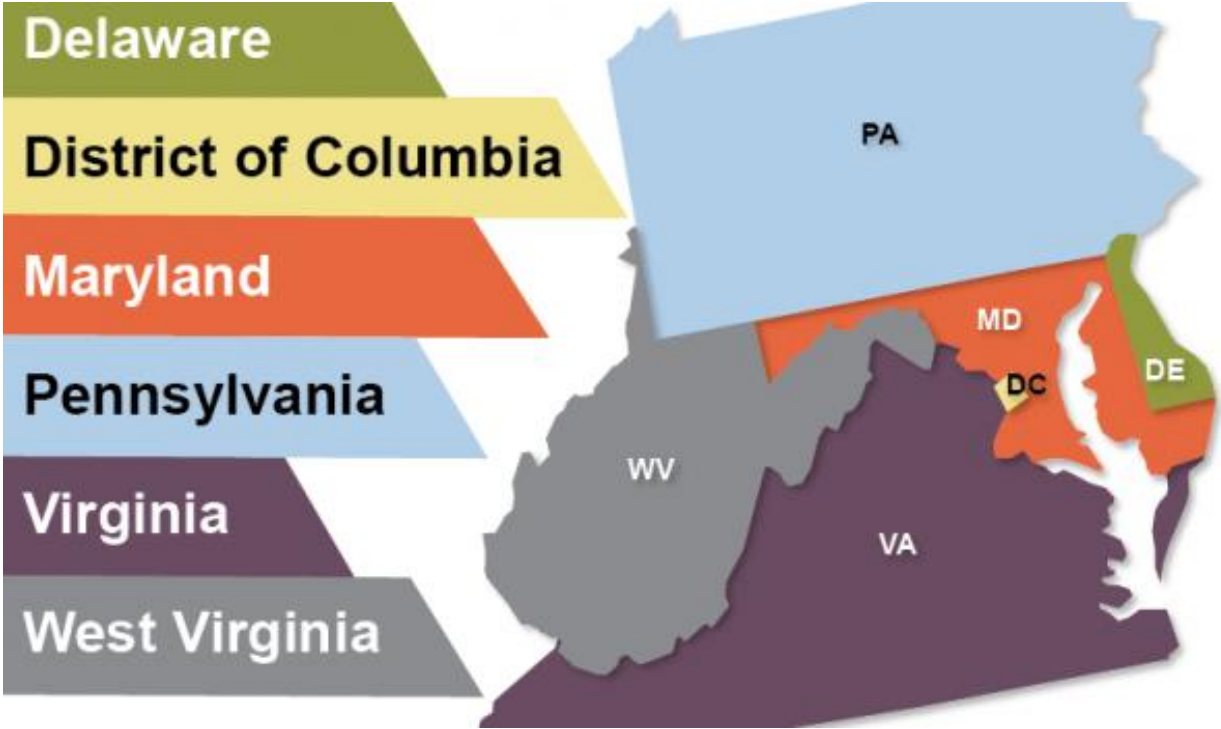


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# Central East Region

## HHS REGION 3



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The use of affirming language inspires hope.

**LANGUAGE MATTERS.**

**Words have power.**

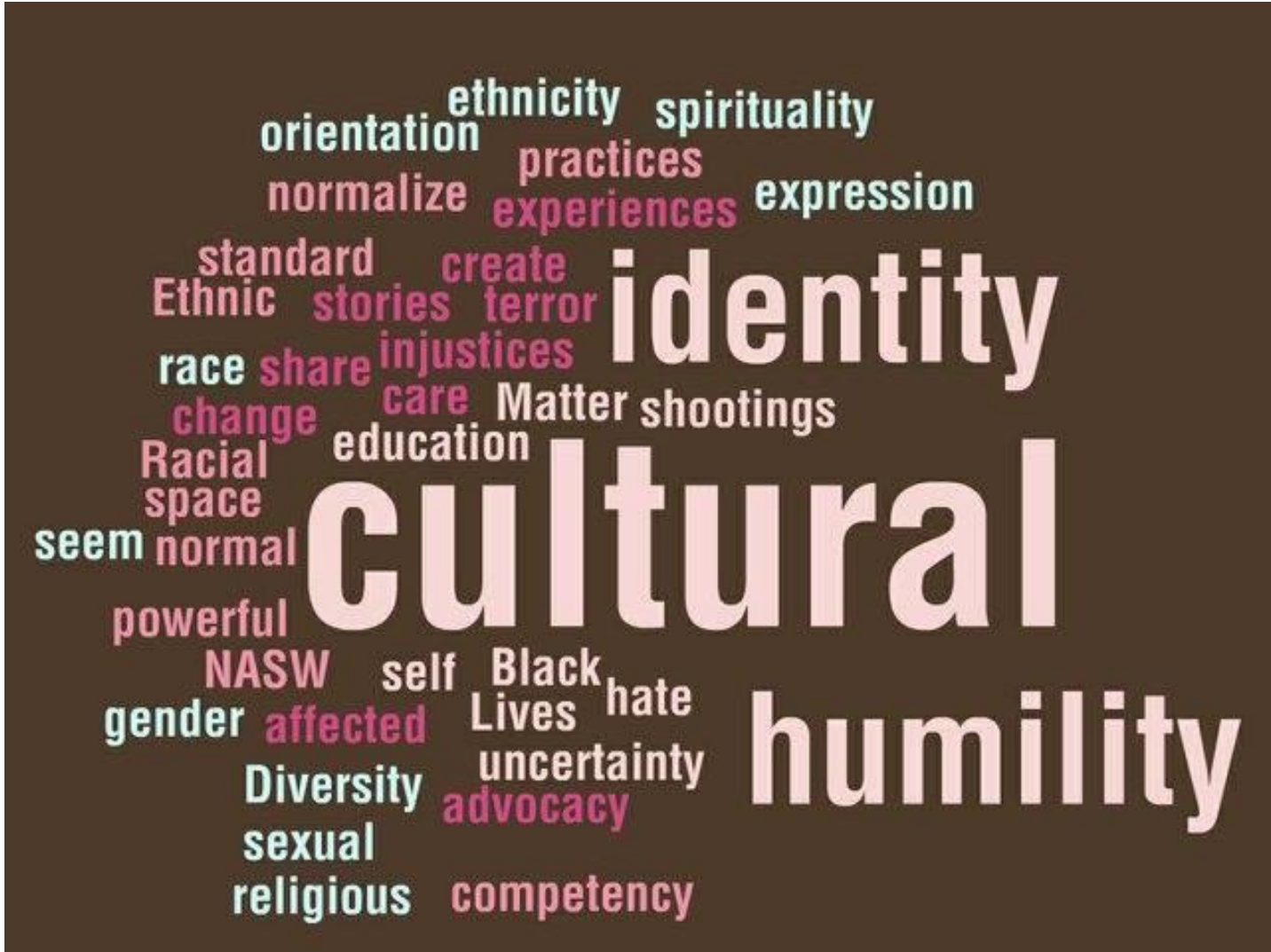
**PEOPLE FIRST.**

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



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# PTTC Mission



To Strengthen the Capacity of the Workforce

1

To Deliver Evidence-Based Prevention Strategies

2

Facilitate Opportunities for Preventionists to Pursue New Collaboration Opportunities, which include Developing Prevention Partnerships and Alliances

3

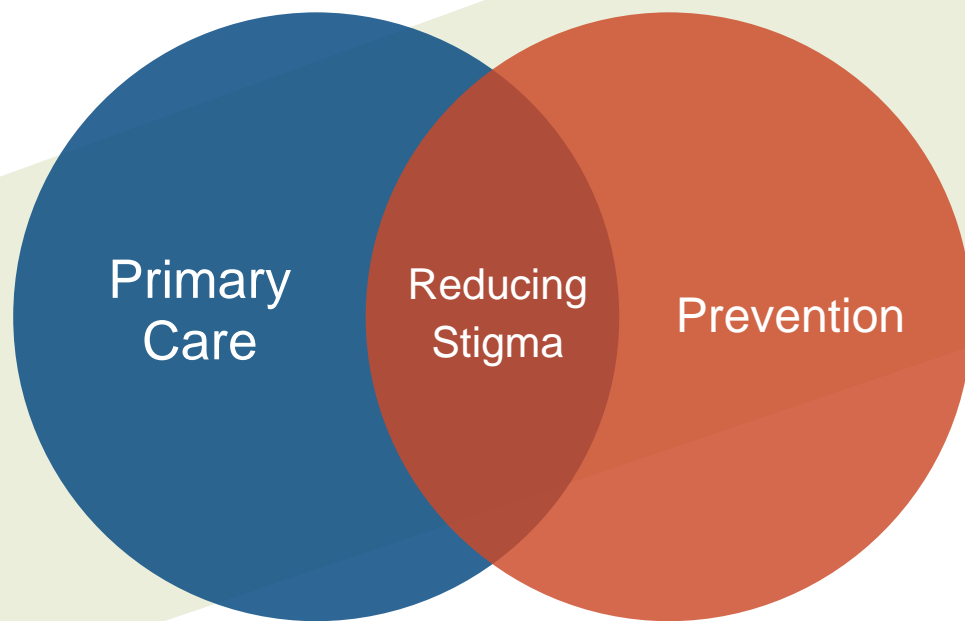


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# Central East PTTC Specialty Area

Engaging and Collaborating  
with Primary Care Providers  
for Substance Use  
Prevention



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# Eligibility

Consistent with  
Regional, State and  
Local Needs

No Cost

Data Driven

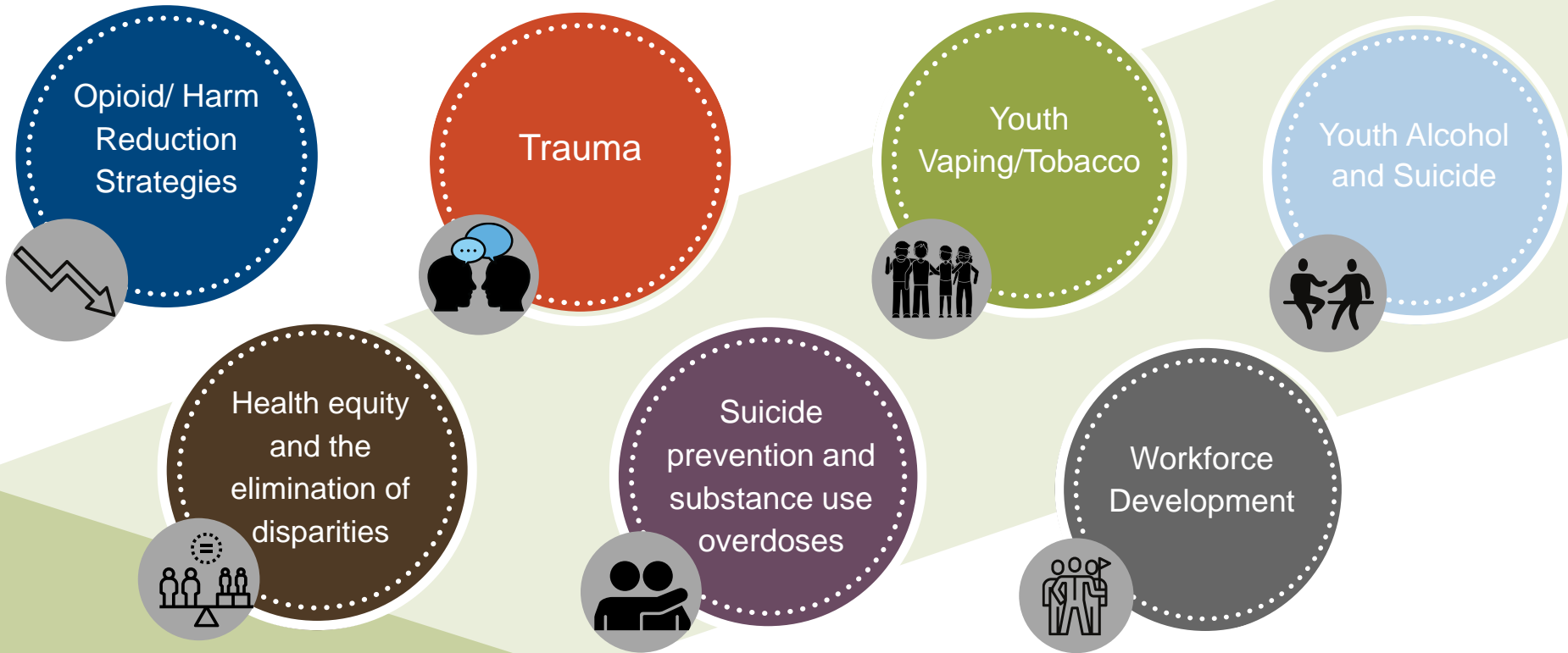
EBPs provided by  
Subject Matter  
Experts



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# PTTC Focus Areas



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# Services Available



Online Courses



Technical Assistance



Skill Based Training



Webinar



Toolkits



Facilitate Prevention Partnership & Alliances



Research Learning Collaborative



Newsletter



Technology Driven Models



Literature Searches



Virtual Meeting



Research Publication



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# Other Resources in 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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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](http://www.catalyst-insight.com)

[www.catalystresearch.net](http://www.catalystresearch.net)

**January 18, 2023**

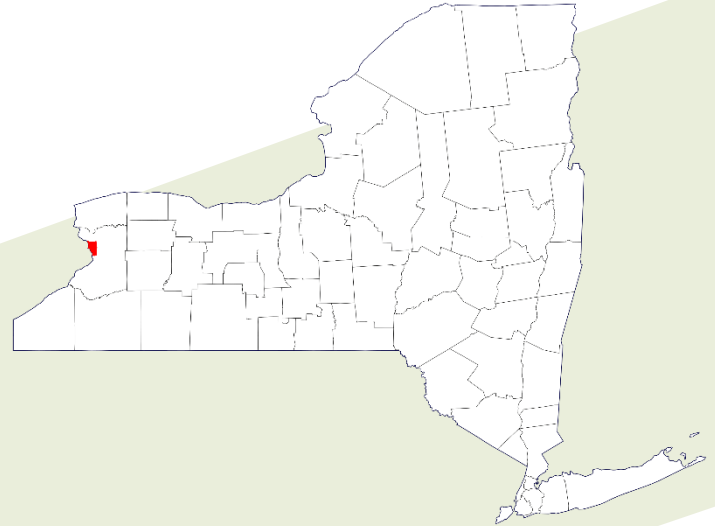
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Substance Abuse and Mental Health  
Services Administration

 **THE DANYA INSTITUTE**

# Presenter

## Dan Webb, Ph.D.

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



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# Learning Objectives/Agenda

At the end of this webinar, participants will be able to:

- Explain commonly used grant terminology
- Identify how and where to find grant opportunities appropriate for your organization
- Establish how to determine your eligibility for grant opportunities

# 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/nphpsp/pdf/glossary.pdf>



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# I. Common Grant Terminology

Term	Explanation
<b>Authorized Organization/ Fiscal Agent</b>	The agency that will oversee and authorize all budget expenditures.
<b>Budget Narrative</b>	A line-item description of your expected expenditures.
<b>Fiscal Year</b>	The awarding agency's fiscal year.
<b>Community Overview</b>	A description of the community to be served.
<b>Demonstration of Need</b>	A description of why your community should be funded to address the issues you have identified.
<b>Inclusion</b>	The practice and belief that all groups should have equal access to opportunities and resources.
<b>Goals</b>	Your broad intent for an initiative – e.g., “To make the community a healthy place for youth to grow up.”
<b>Objectives</b>	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 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
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	<u>S</u> pecific, <u>M</u> easurable, <u>A</u> chievable, <u>R</u> elevant, and <u>T</u> ime-bound



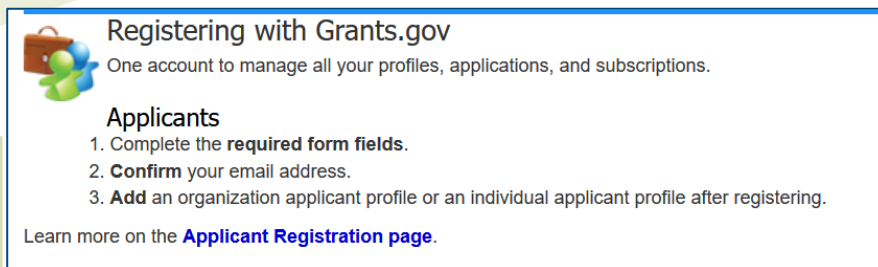
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# II. Where to Find Opportunities

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)



The screenshot shows the 'Registering with Grants.gov' page. It features a blue header with a briefcase icon and the text 'One account to manage all your profiles, applications, and subscriptions.' Below this is a section titled 'Applicants' with a numbered list of three steps: 1. Complete the required form fields, 2. Confirm your email address, and 3. Add an organization applicant profile or an individual applicant profile after registering. At the bottom, there is a link that says '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



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# 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...

ALWAYS REMEMBER TO PLAN AHEAD



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# 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

# 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 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 Thursday, January 25, 2023



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# Contact Us



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Prevention Technology Transfer Center Network

Funded by Substance Abuse and Mental Health Services Administration

*a program managed by*



Central East PTTC website:  
[www.pttcnetwork.org/centraleast](http://www.pttcnetwork.org/centraleast)

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