

Unfunded Application? Now What?

Division for Legal Affairs
Grants Program
Presented in 2013

Questions for Today

1. Why was I not funded?
2. What do I need to do to get funded?

1. Why was I not funded?

The South Carolina Department of Education (SCDE) denial letter explains why your proposal was not funded.

Common Issues:

1. Memorandum of Agreement signed by authorized representatives was not included.
2. Budget narrative was missing.
3. Information was inconsistent.
4. Application was incomplete.
5. Weekly Schedule lacked clarity.

2. What do I need to do to get funded?

- Learn from this season
- Reflect
- Go back and review the RFP
- Create a work plan/checklist for next submission
- Ask more questions.

TIPS

- Read the RFP announcement thoroughly
- Note all the “must items”
- Create work plan/timeline (see sample)
- Ensure all documents are fully executed and have valid signatures
- Create a checklist of all required documents for submission.

Regardless of how you start...

A winning proposal is based upon
a carefully planned, thorough
program/project that addresses...

- a **Need** (problem)

And addresses that need through...

- Goals and objectives
- Selected research-based strategies
- Clear management practices and qualified personnel
- Effective evaluation and dissemination plans
- Sustainability Plan
- Expenses that are legitimate and necessary.

Goals

- What does the program target?
- What is the program designed to do?

Objectives

- What do you want the target population be able to do at the end of the project?
- How will the target population demonstrate the ability to do that?
- How many individuals (of the total number served) should be able to do that?

Strategies/Activities

- For each objective, identify what you will do to help the targeted population achieve/advance (strategies).
- For each objective, identify what targeted population will do to learn/advance/achieve (activities).
- How will this activity/strategy help address the need you have identified?

Management and Personnel

- Who will implement the project?
- Who will be responsible for daily oversight?
- Where does the project fit into the current chain of command?
- How will you ensure that management is effective?
- How will you ensure that the project is implemented well?
- What are the credentials of key staff?

Evaluation Plan

- Success toward achieving goals/objectives

How will you know whether you are achieving the objectives?

What are your performance measures?

- Quality of Implementation and Planning

How will you assess how the project is implemented?

How will you identify problems and resolve them quickly?

How will you assess the use of funds?

Evaluation Design Questions

- What types of data will be collected?
- When will the various types of data be collected?
- What methods will be used?
- What instruments will be developed and when?
- How will the data be analyzed?
- When will reports of results and outcomes be available?
- How will you use the evaluation to monitor progress and provide accountability information?

Sustainability

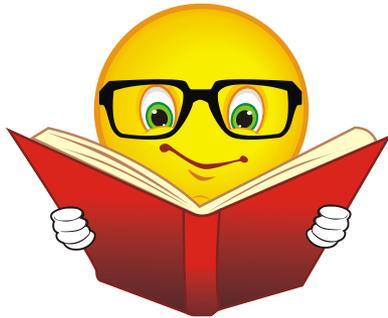
- What will you do to ensure that the essential elements of the project continue beyond this grant funding?
- Can the project become part of a strategic plan, an academic unit/approach, standards, etc.?
- What will you do to ensure that the personnel “pass on” the project (sustainable leadership)?

Budget

Two parts:

- Budget Narrative or Justification
(spreadsheet w/line items, calculations & formulas)
- Budget Summary or Form
(totals and subtotals)

Relationship of Project Plan and Financial Plan?



Project Plan = Narrative

Financial Plan = Budget

Narrative = Ties to Scope
of Work

Budget = Need a detailed
description (ties to narrative
and numbers)

Importance of the Grant Budget

Scope of Work &
regulatory
restrictions

Who, what,
when,
where and
how?



+, -, /, or x
= \$\$\$\$\$

Unclear Budget Narrative Sample



| Admin Cost | Year 1 | Year 2 | Year 3 |
|-------------------|--------------------|--------------------|--------------------|
| Postage, paper | \$ 250.00 | \$ 250.00 | \$ 200.00 |
| Technology | \$21,000.00 | N/A | N/A |
| Licenses | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| | | | |
| Salaries | | | |
| Facilitator/Coach | \$31,350.00 | \$31,350.00 | \$31,500.00 |
| Benefits | \$ 8,151.00 | \$ 8,151.00 | \$ 8,151.00 |
| Tutors | \$10,000.00 | \$10,000.00 | \$10,000.00 |
| | | | |
| Travel | | | |
| Facilitator/Coach | \$ 500.00 | \$ 500.00 | \$ 500.00 |
| Participants | \$ 7,000.00 | \$ 7,000.00 | |
| | | | |
| Total | \$78,551.00 | \$57,551.00 | \$50,651.00 |

Budget is a Roadmap



- Tells a story
- Tracks plan
- Shows deviations + / -
- Assists in the next step

Budget Components

- Typically developed in Excel
- Has a budget justification/narrative that explains the cost or how the calculation was derived
- May require transfer into funder specific forms
- May require summary form in specific cost elements

Improved Budget Narrative Sample

| Admin Cost | Year 1 | Year 2 | Year 3 |
|---|--------------------|--------------------|--------------------|
| Purchase paper supply to build student portfolio and print materials related to permission slips, profile sheet and assignments at 0.05 cents per page. Estimated costs is based on 75 students , 60 pages at \$.05 per page. # of pages are decreased in yr 3 to 50 | \$ 225.00 | \$ 225.00 | \$ 187.50 |
| Postage and envelopes purchase for local area business for sustainability efforts mailing. | \$ 25.00 | \$ 25.00 | \$ 12.50 |
| 25% Start up cost for a computer lab (15 desktops, monitors, 1 network printer and necessary cables and wiring, MS Office and APEX) to allow students to do assignments, surf the internet for college career choices, practice writing application essays, for example. Computer station (\$1500*.25*15), Network Printer (\$1400*.25), Microsoft Office Package with License (\$300*.25*15), APEX software \$500 license separate and specific to Gear Up, Wiring | \$ 7,600.00 | N/A | N/A |
| 25% build out of computer lab (\$54,000*.25) | \$13,500.00 | N/A | N/A |
| License for APEX | \$ 300.00 | \$ 300.00 | \$ 300.00 |
| | | | |
| Salaries | | | |
| 0.75 FTE for Facilitator/Coach (\$41,800*.75) | \$31,350.00 | \$31,350.00 | \$31,350.00 |
| Fringe Benefits @26% (Health, Dental, Pension, FICA & WC) | \$ 8,151.00 | \$ 8,151.00 | \$ 8,151.00 |
| 5 Tutors @\$21 per hour for 3 hours a week for 32 weeks | \$10,080.00 | \$10,080.00 | \$10,080.00 |
| | | | |
| Travel | | | |
| 75% of total travel cost to SCDE for 2 technical assistance @260 miles *\$0.565*2 for Facilitator Coach | \$ 110.18 | \$ 110.18 | \$ 110.18 |
| Rental Fee for 2 school buses for 4 exploratory college trips per year \$750*2*4 | \$ 6,000.00 | \$ 6,000.00 | |
| Snacks and light lunch for 75 students and 5 chaperones @\$12.00 per person) | \$ 960.00 | \$ 960.00 | |
| Total | \$78,301.18 | \$57,201.18 | \$50,191.18 |

Tips for Budget

- Use validated numbers
- Round-up numbers (don't show cents)
- Test costs:
 - Must be logical
 - Must be reasonable, necessary, eligible and allocable.

Test Cost and Final Questions

For federal and state grants:

- Is my cost necessary and reasonable?
- Is my cost allocable?
- Is my cost authorized under state, local laws or regulations?
- Is my cost aligning with the scope of work?
- Is there program income?
- Do I have an indirect cost rate agreement?

What is necessary and reasonable?

Goods and services are necessary to run program/project and cost must be reasonable in price (must be *both* necessary *and* reasonable).

Example: Run a computer lab for 3 weeks with 10 computers. Will need computers, printers, and software. Cost: \$1,500 per computer station including printer and \$50,000 for software and license fee (typically purchased for 3 years in advance).

What is allocable?

Goods and services in question are chargeable and the program/project benefits from this expense.

Example: Purchased 20 computers for a computer lab and 5 computers (25%) are paid for by Migrant Education Program (MEP). If you allocate cost, you must be able to demonstrate/evidence that 25% of computer time is used by MEP.

What is authorized?

Must be allowable under nonfederal law and federal law. See statute, cost principles, state and local laws or regulations.

Example: Federal programs frequently allow incidental food costs funded with professional development or parental involvement. If state law prohibits food purchases, the federal funds cannot pay for them, regardless of the federal rules stating otherwise.

Basic Parts of a Proposal

- Abstract/Summary
- Need Statement
- Project Design
(Goals and Objectives)
- Activities/ Methods
- Management
- Sustainability
- Evaluation
- Budget & Narrative
- Supporting Documents/
Appendix

Supporting Documents

- Certification Signature Page
- Timeline of Activities
- Résumés
- Memorandums of Agreement (MOA)

Memorandum of Agreement (MOA)

- a document written between parties to cooperatively work together on an agreed upon project or meet an agreed upon objective
- purpose is to have a written understanding of the agreement between parties
- can be a legal document that is binding and holds the parties responsible to their commitment or just a partnership agreement
- can be called a cooperative agreement.

MOA Requirement(s) - sample

- If the fiscal agent is a non-school entity, the MOA between that entity and the school district being served must mandate that the school/district will be responsible for ensuring all 21st CCLC students are coded in PowerSchool, the state's student information system.
- The district superintendent and the principal(s) of the school(s) to be served must sign the MOA.

Contract

Merriam Webster:

“a binding agreement between two or more persons or parties; *especially*: one legally enforceable”

“a business arrangement for the supply of goods or services at a fixed price <make parts on *contract*>”

Features of a Winning Proposal

- ✓ Organized
- ✓ Focused
- ✓ Clear and Concise
- ✓ Energetic and Vivid
- ✓ Accurate/Correct

Organized

- Follow the structure in the RFP (titles and subtitles)
- Begin each section with a one-sentence answer/response to the directions for that section
- Keep paragraphs short and focused on ONE point
- Begin each paragraph with a topic sentence.

Focused

- Answer questions/address issues in the order they are presented in the RFP
- Write all the information BEFORE editing
- Get right to the point.

Clear and Concise

- Use small, familiar words when possible
- Avoid jargon or big words
- Edit wordy sentences to remove “take up space phrases”
- Remove redundancies
- Use short, active sentences instead of long, passive constructions.

Energetic and Vivid

- Use Active Voice *not* Passive Voice
- Avoid “is” or “was” sentence constructions because they create weak sentences

Example: The generators were destroyed by the storm last night.

Example revised: Last night, the storm destroyed the generators.

- Write what you will do, *not* what you might do or could do.

Use Active Verbs

Weak verbs

- Make an adjustment
- Make a decision
- Perform an investigation
- Take into consideration
- Are working
- Is planning

Strong verbs

- **Adjust**
- **Decide**
- **Investigate**
- **Consider**
- **Works**
- **Plans**

Ensure these are *Accurate/Correct*

- ✓ Grammar/usage
- ✓ Math (budget)
- ✓ Dates
- ✓ Credentials
- ✓ Page numbers

Suggestions

- Read the RFP, re-read it, and re-read it again as you complete your application
- Create a checklist of everything needed for the application
- Create a work plan/timeline document (see handout)
- Involve content specialists in the drafting, and the best writers in the final stages.

Suggestions, continued

- Use precise, specific language
- Proofread the entire application
- Follow the directions
- Answer the questions.

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