WRITING RESPONSIVE PROPOSALS FOR GRANT SUCCESS

2017 Arizona Problem Solving Courts Conference
Amanda Ripstra, GPC
April 19, 2017
WORKSHOP LEARNING OBJECTIVES

- Learn how to read and analyze a grant solicitation
- Learn the basic elements of a logic model and how to use it when reading a grant solicitation
- Learn how to write responsive answers to grant solicitation requirements
READING THEGrant Solicitation
THE APPLICATION IS CALLED…

- SGA: Solicitation for Grant Application
- RFP: Request for Proposals
- RFA: Request for Assistance/Applications
- NOFA: Notice of Funding Availability
- Grant Application
READING THE GRANT SOLICITATION
WHAT TO LOOK FOR…

- #1: Eligibility
- #2: Due date
- Purpose or rationale for the funding
- Basic directions for laying out and submitting the proposal
- Directions for writing the proposal narrative
- Allowable costs and matching requirements
- Review Criteria
Reading the Grant Solicitation

- Section worth the most points is the most important – spend the most time on that section
- Equate points with pages
  - Total points = 100; Total pages = 30
  - 15 points = 4.5 pages
- Structure the proposal to match the solicitation, use their headers to separate sections
WHAT IS A LOGIC MODEL?

- A logic model links outcomes with program activities/processes and the theoretical assumptions/principles of the program
- A visual representation of your program activities and outcomes

Create a "logic model"

Here is our new simplified logic model

Give us $ WIN

We all WIN
**Why should you develop a Logic Model?**

**Funder Logic Model**
- Quickly summarizes the solicitation
- Highlights the important aspects of grant opportunity
- Visual representation of funder’s requirements

**Program Logic Model**
- Visual representation of the program developed
- Did you capture all the required proposal elements?
- Feeds evaluation plan
- Demonstrates relationship between activities and outcomes
LOGIC MODEL ELEMENTS

Inputs ➔ Activities ➔ Outputs ➔ Outcomes ➔ Impact

Planned Work

Intended Results
LOGIC MODEL ELEMENTS

Your Planned Work – what you need to implement and what you intend to do

- **Resources/Inputs:** What is needed to conduct the program? What are you putting into the program? $, people, partners, technology

- **Activities:** What does the program do? How does the program use its resources?
# Using a Logic Model to Read a Solicitation

<table>
<thead>
<tr>
<th>Inputs/Resources</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner organizations</td>
<td>Provide treatment and recovery services</td>
</tr>
<tr>
<td>Evidence-based practices for treatment</td>
<td>Outreach to target populations:</td>
</tr>
<tr>
<td>- Disease model</td>
<td>• racial and ethnic minority populations</td>
</tr>
<tr>
<td>- Problem-Solving model</td>
<td>• Veterans and military families</td>
</tr>
<tr>
<td>- Trauma-informed approach</td>
<td>Drug court model</td>
</tr>
<tr>
<td>Drug court model</td>
<td>Pay for medication-assisted treatment</td>
</tr>
<tr>
<td>20% funds for medication-assisted treatment</td>
<td>Perform HIV tests</td>
</tr>
<tr>
<td>5% of funds for HIV testing</td>
<td>Performance assessment</td>
</tr>
<tr>
<td>20% of funds for data collection</td>
<td>Annual grantee meeting</td>
</tr>
<tr>
<td>15% of funds for infrastructure improvement</td>
<td></td>
</tr>
</tbody>
</table>
LOGIC MODEL ELEMENTS

Your Intended Results – the program’s desired results

- Outputs: direct product of activities, the deliverables of your activities, tangible

- Outcomes: changes specific to program participants (behaviors, skills, knowledge, status, level of functioning), ideally SMART

- Impact: intended changes in communities as a result of program (long-term outcomes)
## Using a Logic Model to Read a Solicitation

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Outcomes</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase # of people served from 50 to 75</td>
<td>Increased abstinence from substance abuse</td>
<td>Break the cycle of substance abuse, addiction, and crime</td>
</tr>
<tr>
<td>Followed up with 80% of clients 6 months after treatment</td>
<td>Increased employment rates</td>
<td>Sustainable system of care for those needing treatment</td>
</tr>
<tr>
<td>Expanded service capacity</td>
<td></td>
<td>Reduce health &amp; social costs of substance abuse</td>
</tr>
<tr>
<td>Increased housing stability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improved well-being</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease recidivism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service enhancements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TIPS OF THE TRADE FOR WRITING

- Write clear, concise sentences
- Short sentences/paragraphs
- Simple versus complex
- Place your main point at the beginning of a paragraph
- Keep your opinion out
- Use statistics and quotes
- No flowery language
Section C: Proposed Implementation Approach

4. Provide a chart depicting a realistic timeline for the project period showing activities, milestones, and responsible staff.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Milestones</th>
<th>Responsible Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring new case managers</td>
<td>Within the first 4 months</td>
<td>Project Director</td>
</tr>
<tr>
<td>Data Collection</td>
<td>At intake 6 months after treatment</td>
<td>Case managers</td>
</tr>
<tr>
<td>Referrals for Hepatitis Testing</td>
<td>Develop agreements with partner organizations</td>
<td>Project Director</td>
</tr>
<tr>
<td></td>
<td>Refer clients</td>
<td>Case Manager</td>
</tr>
</tbody>
</table>
Section D: Staff and Organizational Experience

1. Discuss the capability and experience of the applicant organization and other participating organizations with similar projects and populations. Demonstrate that the applicant organization and other participating organizations have linkages to the population of focus and ties to community-based orgs.

Answer: The Administrative Office of the Courts has X number of years serving the target population and is familiar with the various needs of the local community. The court is currently capable of serving 50 clients per year with highly successful outcomes. Clients in the current program are successful due to the court’s extensive relationships with treatment providers and social service agencies capable of providing wraparound services that meet each client’s individual needs. ABC Social Services is well-versed in the needs of our clients and has served our local community for over 50 years.
Section E: Data Collection and Performance Measurement

1. Describe your plan for data collection, management, analysis, and reporting

Answer: The evaluation will focus on measurement of the required performance measures and evaluating the quality of the required services provided by the program. Emphasis will be placed on continuous improvement of the program to ensure performance measures are met. **Formative** and **summative** evaluation types will be used along with **quantitative** and **qualitative** methods.

Data collection will be completed by project staff in coordination with all partner organizations. Project staff will meet quarterly to analyze and evaluate the program. The staff will provide input on performance gaps and identify changes needed.
QUESTIONS?

- Thank you so much for coming and participating in this workshop!