

THINK LIKE A GRANT READER

“Studies show that 60-75% of women in treatment for alcohol and other drug problems have experienced partner violence during their lifetimes. Women with substance abuse problems have also experienced a much higher instance of sexual abuse than women without drug problems, and the duration of the rape experience tends to be longer. Those with mental health, substance abuse, and interpersonal violence problems also have a myriad of other life burdens and problems. These include homelessness, HIV-positive status, difficulties with employment, and family problems, among others. They have higher levels of health problems and use more health services than those with only one set of problems. Relationships among substance use, emotional problems, violence, and trauma are often complex and multi-determined. Treatment professionals who are cross-trained are better able to sort out and understand the interrelationship between trauma, mental health issues, and substance abuse.”^[1]

What’s wrong with this paragraph?

[1] “Trauma Informed or Trauma Denied”, Denise Elliot et al. Journal of Community Psychology, Vol. 33, No. 4, 461-477, 2005.

WELCOME

- Our backgrounds and interests in doing this class



REVIEWER'S CHECKLIST

FY 2011 Adult Drug Court Discretionary Grant Program Category 3: Statewide Application Rating Sheet

Application Name: _____ GMS Number: _____

This checklist is designed to assist the reviewer in identifying and evaluating the requirements and selection criteria while maintaining internal consistency in scoring. The checklist should be used during the peer review consensus panel call to facilitate the discussion.

SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS
1. Statement of the Problem (Score 0-10 points; Weight 20%)				
Points (0-10)				
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS
2. Project Design and Implementation (Score 0-10 points; Weight 50%)				
Points (0-10)				
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS
3. Capabilities and Competencies (Score 0-10 points; Weight 15%)				
Points (0-10)				
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS
4. Evaluation, Aftercare, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures (Score 0-10; Weight 10%)				
Points (0-10)				
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS
5. Budget (Score 0-10 points; Weight 5%)				
Points (0-10)				
				Points
				Comments
APPLICATION TOTAL SCORE				

THE DETAIL LOOKS LIKE THIS

3. Capabilities and Competencies (Score 0-10 points; Weight 15%)

- a.) **Subcategory A:** The applicant identifies personnel who are critical to the enhancement project's successful implementation and discuss their roles, responsibilities and qualifications. The applicant discusses organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement.
- b.) **Subcategory B:** The applicant details the system and process that will be used to monitor the jurisdiction(s) for performance, compliance, and technical assistance needs, as well as how the jurisdiction or region will contribute to a reduction in substance abuse recidivism. The applicant describes current state-funded drug court services such as practitioner training and professional development opportunities, accessible statewide treatment contracts, and technical assistance available to support the implementation and/or enhancement operations of the drug courts proposed to receive funding. The applicant describes the drug court program's proposed treatment partners: what is the history of this partnership and how will these substance abuse/addiction treatment providers use evidenced-based treatment services.

5. Budget (Score 0-10 points; Weight 5%)

- a.) The applicant provides a proposed budget that is complete, allowable, cost-effective, and tied to the proposed activities.

THE WORKSHEET I MAKE FOR MYSELF LOOKS LIKE THIS...

SELECTION CRITERIA
3. Capabilities and Competencies (Score 0-10 points; Weight 15%)
<p>c.) Subcategory A: The applicant identifies:</p> <ul style="list-style-type: none"><input type="checkbox"/> personnel who are critical to the enhancement project's successful implementation and<input type="checkbox"/> discuss their<ul style="list-style-type: none">a. roles,b. responsibilities andc. qualifications.<input type="checkbox"/> The applicant discusses organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement.
<p>d.) Subcategory B: The applicant details</p> <ul style="list-style-type: none">a. the system andb. process that will be used to monitor the jurisdiction(s) for<ul style="list-style-type: none"><input type="checkbox"/> performance,<input type="checkbox"/> compliance, and<input type="checkbox"/> technical assistance needs,<input type="checkbox"/> as well as how the jurisdiction or region will contribute to a reduction in substance abuse recidivism. <p>The applicant describes current state-funded drug court services such as</p> <ul style="list-style-type: none">• practitioner training and professional development opportunities,• accessible statewide treatment contracts, and• technical assistance available to support the implementation and/or enhancement operations of the drug courts proposed to receive funding. <p>The applicant describes the drug court program's proposed treatment partners:</p> <ul style="list-style-type: none"><input type="checkbox"/> what is the history of this partnership and<input type="checkbox"/> how will these substance abuse/addiction treatment providers use evidenced-based treatment services.
5. Budget (Score 0-10 points; Weight 5%)
<p>b.) The applicant provides a proposed budget that is</p> <ul style="list-style-type: none"><input type="checkbox"/> complete,<input type="checkbox"/> allowable, cost-effective, and<input type="checkbox"/> tied to the proposed activities.

CRITERIA AND FACTORS I AM TO LOOK FOR

SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS	
1. Statement of the Problem (Score 0-10 points; Weight 20%) ²					
Points (0-10)					
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS	
2. Project Design and Implementation (Score 0-10 points; Weight 50%) ³					
Points (0-10)					
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS	
3. Capabilities and Competencies (Score 0-10 points; Weight 15%) ⁴					
Points (0-10)					
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS	
4. Evaluation, Aftercare, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures (Score 0-10; Weight 10%) ⁵					
Points (0-10)					
SELECTION CRITERIA	YES	NO	PAGE#	COMMENTS	
5. Budget (Score 0-10 points; Weight 5%) ⁶					
Points (0-10)					
⁷ APPLICATION TOTAL SCORE				Points	Comments

REVIEWER'S CHECKLIST

BJA FY 2019 Comprehensive Opioid Abuse Training and Technical Assistance Program Categories 1-5 Application Rating Sheet

- This checklist is designed to assist the reviewer in identifying and evaluating the solicitation requirements and selection criteria while maintaining internal consistency in scoring

Selection Criteria

Statement of the Problem (Score 10-0 points; Weight 15%)

- The applicant describes the need for TTA, as well as the challenges grantees and field-initiated requestors face in planning, implementing, or expanding comprehensive efforts in the relevant subject matter area.
- The applicant provides a clear and concise statement that provides a thorough demonstration of why TTA is important, if applicable, as well as the scope of its potential resource contributions to the field.

READY TO START READING

- Okay, now I am ready to start reading your proposal.
- As your peer reviewer, I usually work full time just like you, have family at home and chores to do there.
- ...and I may be reading about 10 applications in 10 days or more!

**TAKE IT EASY ON ME,
PLEASE!**

**The easier you make my review
experience, the better for you!**



STUDY THE RFP

Does your project suit the funder's priorities?

- Always do your homework on their funding goals ahead of time!
- Call and speak with the grant/fund manager responsible for the Request for Proposal you are applying for and be sure you understand what they want. [\[1\]](#)

Review the RFP, looking for the items the funder wants addressed to be sure you know what each means to the funder.

Use the call or meeting to identify their key priorities and desired language

Ask questions!

If you do not have a program element the funder is looking for, be ready to explain how you will address that program element once you get that needed funding.



GRANT REQUEST AND REVIEW FORM

TO BE FILLED OUT BY REQUESTOR
<p>REQUESTOR'S NAME: Click here to enter text.</p> <p>NEED / PROBLEM TO BE ADDRESSED / OR PROJECT: Click here to enter text.</p> <p>GRANT NAME: Click here to enter text.</p> <p>FUNDER: Click here to enter text.</p> <p>AMOUNT: \$ Click here to enter text.</p> <p>LETTER OF INTENT DEADLINE: Click here to enter a date.</p> <p>PROPOSAL DEADLINE: Click here to enter a date.</p>

TO BE FILLED OUT BY GRANTS MANAGER
<p><input type="checkbox"/> MATCH <input type="checkbox"/> ALIGNS WITH CMC STRATEGIC PLAN: Click here to enter text.</p> <p><input type="checkbox"/> NON-MATCH (reason): Click here to enter text.</p> <p><input type="checkbox"/> FUTURE CONSIDERATION: Click here to enter text.</p>
SUMMARY (only match grants)
<p>Match Priorities: Click here to enter text.</p> <p>Amount: \$ Click here to enter text.</p> <p>Term: Click here to enter text.</p> <p>Other Deadlines: Click here to enter text.</p> <p>Disbursement Schedule: Click here to enter text.</p> <p>Partnerships / Collaborations: Click here to enter text.</p> <p>Other Criteria / Requirements: Click here to enter text.</p> <p>Complexity of Application: Choose an item.</p> <p>Award Notification Date: Click here to enter a date.</p> <p>Funding Restrictions: Click here to enter text.</p> <p>Potential issues: Click here to enter text.</p> <p>Letters of Support or Commitment Required: Click here to enter text.</p> <p>Locations Impacted: Click here to enter text.</p> <p>Applicable CMC Program / Project: Click here to enter text.</p> <p>Point Person / Grant Project or Program Manager: Click here to enter text.</p>



GRANT REQUEST AND REVIEW FORM

REVIEWED BY	COMMENTS
<input type="checkbox"/> GRANTS MANAGER (required)	Click here to enter text.
<input type="checkbox"/> FINANCE	Click here to enter text.
<input type="checkbox"/> COMPLIANCE	Click here to enter text.
<input type="checkbox"/> PROGRAM MANAGER	Click here to enter text.
<input type="checkbox"/> DEVELOPMENT	Click here to enter text.
<input type="checkbox"/> QUALITY IMPROVEMENT	Click here to enter text.
<input type="checkbox"/> INFORMATION SYSTEMS	Click here to enter text.
<input type="checkbox"/> FACILITIES	Click here to enter text.
<input type="checkbox"/> OPERATIONS	Click here to enter text.
<input type="checkbox"/> OTHER Click here to enter text.	Click here to enter text.

APPROVAL	
Christine Noguera, CEO	Date
Jaime Allen, CFO	Date

PROJECT DEVELOPMENT		
TEAM MEMBERS:		
DEADLINES FOR TEAM		
Item	Person	Deadline
TENTATIVE PLANNING SCHEDULE		
Date	Subject	

- Each proposal is about between 20-30 pages + budget + resumes + timelines + letters of support + research/bibliographies.
- The funder I work for wants me to read every document submitted and to give you credit for addressing every RFP element regardless of where you placed the required information.
- REMEMBER WHAT I SAID ABOUT HOW MANY GRANTS I AM TO READ AND IN WHAT TIME FRAME.

– Be kind to your grant readers!!!

» Order your information according to the funder's outline.

- DON'T HIDE IMPORTANT INFORMATION IN YOUR BUDGET NARRATIVE OR YOUR LETTERS OF SUPPORT, please!

STAY FOCUSED

- Follow the funder's directions!
- **Follow the RFP's sequence of information required.**
- MAKE YOUR OWN CHECKLIST FOR REQUIRED INFORMATION – THEIRS AND ALSO FOR POINTS YOU WANT TO INCLUDE!
- **Don't wander off topic.**
 - **Yes, this happens!**[\[2\]](#)

Comparing what the RFP wants to answer

iii. Outstanding problems, gaps in services, and unmet needs regarding services for human trafficking victims in the proposed geographic area. The applicant should also explain why their organization is best suited to meet the identified needs and gaps. See page 15 for more information about what an application must include about describing gaps in services and coordinating resources with other OVC-funded service providers.

III. CMC's Safe Haven Project will fill a **critical gap** in **mental health services, substance abuse treatment and integrated healthcare services** at the FJC, a primary entry point for HT victims identified in/or from SJ-Co, a county south of Sacramento spanning 1,426 square miles with a population of 752,660. Currently, county Behavioral Health Services treats individuals diagnosed with a mental health disorder classified as "severe" on assessment. Case managers and navigators at FJC **regularly encounter HT victims with "low" or "moderate" level mental illness**, such as depression and some cases of post-traumatic stress disorder. There is **no medical service provider** at the FJC, though the need is prominent. Victims present with **serious injuries, sexually transmitted diseases and substance use disorder**. CMC, a member of the **SJ-Co Human Trafficking Taskforce (HTTF)**, is committed to providing these service to HT victims at FJC. CMC has provided healthcare access to **underserved populations for more than 50 years**. As a member of the HTTF, CMC **is developing healthcare protocols for HT victims in SJ-Co**. CMC is a **Federally Qualified Healthcare Center, designated to serve vulnerable populations**, including HT victims, with comprehensive healthcare.

ABBREVIATIONS

- Space is a premium.
- The use of abbreviations is understandable.



- **BUT...Include a glossary for me to refer to so I don't get lost in your local alphabet soup!**

WORK WITH EXPERIENCED GRANT WRITERS

- These may be **other members of your Board or your Team.**
- There may be professionals who will donate grant writing in exchange for being included in the budget to conduct the evaluation.
- If you cannot afford to hire a professional grant writer, look for **possible exchanges** you may be able to negotiate. [\[1\]](#)
- You still take the lead in this writing process because you know the most, but having a writing partner can be a huge help.

THE POWER OF THE WRITTEN WORD!

- Whatever you say you are going to do on page one makes a first and lasting impression[1].
- Don't mush your information together.[2]
- **Address how you will demonstrate and evaluate the success of your project.** Measurable goals are a must![3]
- Try writing like journalists are trained to write, not like an attorney![4]

- Don't use overworked terminology, vague¹⁸ or empty words... **Overworked Terminology** courtesy of [3D Philanthropy by Fraser Green](#)

Capacity	Superlative
Empower	Outcomes
Enhance	Support
Indigenous	Sustainable
Partnership	Resources
Development	Dignity
Systemic	Facilitate
Community	Diversity
Innovation	Fostering

- **These terms are especially deadly in combination:**

Sustainable development	Facilitating outcomes	Removing barriers
-------------------------	-----------------------	-------------------

DO USE WORDS THAT PACK A PUNCH...and can be quantified!

- Expand
- Identify
- Determine
- Start
- Increase
- Integrate
- Monitor
- Achieve
- Measure

- Explore
- Decrease
- Reduce
- Establish
- Stop
- Access
- Coordinate
- Promote
- Forge



More on how you write . . . **English teachers and judges are terrific to ask to review your work before you submit it! FRESH EYES!**

- You can't beat a powerful opening sentence/paragraph.
- Make **the layout** of your grant application **interesting** [1]
- When you are limited in the number of pages you are allowed, **watch for repeating the same information**[2], **overuse of a single word in one paragraph**[3] or **empty sentences.** [4]
- Avoid use of **local terminology.** [5]

PITFALLS AND POTHOLES...

remember these?

- **Vagueness and generalities:**
 - Funder’s question: Why funding from this source is urgently needed at this time...
 - Applicant’s response: “and, at this time, funding is of utmost importance.”
 - –What does that tell me compared to the next statement?

It has been described that there is a “crisis in the courts” in the State of **X**, and extreme budget cuts are the culprit.

The State’s General Fund is stretched, and the court system has been disproportionately cut in order to balance **X**’s fragile budget.

By September, nearly 25% of the court system’s staff will have been laid off.

This has not only wronged the laid-off employees of the court system, but also the citizens of **X** because of their inability to access the courts through delays.

Keep in mind...

- Local jargon [\[1\]](#)
- Skipping around or wandering off subject
- Mention something urgently in the grant application's Abstract and Statement of Problem and then fail to mention it ever again
- Saying too much on an irrelevant subject [\[2\]](#) Do not digress!
- Lack of follow-through on a great opening statement
- Failure to address sustainability...how will you continue these services once this particular grant's funding is gone?
- Letters of Support that contradict the narrative or make your case excellently...[use those words\[3\]](#)

NOW BACK TO YOUR PROGRAM NARRATIVE

...worth 50% of your score where I work!

Make great use of the program narrative

- Make yourself a great opening paragraph and then don't let it down!
- Remember this one?

“It has been described that there is a “crisis in the courts” in the State of X, and extreme budget cuts are the culprit. The State’s General Fund is stretched, and the court system has been disproportionately cut in order to balance X’s fragile budget. By **September, nearly 25% of the court system’s staff will have been laid off.** This has not only wronged the laid off employees of the court system, but also the citizens of X because of their inability to access the courts through delays.”

▶ **As soon as you have a plan and goals for what you want funding, get your Letters of Support.** If one of those letters makes your case really well, use their words. Ask that person to help with writing a given section of the grant application. Use quotes.

▶ Avoid addressing critical issues through sentences slipped into a paragraph on a broader subject^[2]. **Don't bury important information!!!**

▶ Put your relevant information in the Program Narrative^[1]. Don't have it pop up in your Budget Narrative for the first time!

▶ **If you are going to cut-and-paste your grant application together...Be careful!** Be sure you don't include information that doesn't belong! ^[3]

▶ When you don't have evaluation findings or a database to back up your request for funds, get quotes from relevant professionals who support your request. ^[4]

COMMUNICATE YOUR COMPETENCY

- **At every opportunity be sure to communicate that you are competent professionals and you know what you are talking about** (years of experience, outcomes accomplished, changes as a result, new partnerships, resumes).
- Don't use language that only experts in the field know.
- Use outcome measures, staff qualifications, client feedback, newspaper stories and quotes from local dignitaries to make your case.
- If you don't think you can articulate something very well because it is not your area of expertise, ask for help! [\[1\]](#)
- Avoid jumping around (saying a little bit about the same subject in several places.) Pull it together and put it where it belongs! [\[2\]](#)

BUDGETS!!!

- Budget Narrative must reflect Program Narrative
- If you want to include in your Budget

Narrative

1 Laptop computer will be purchased and 1 VOIP phone for remote office use.

...address it fully first in the Program Narrative and then again in your Budget Narrative.

Why is this funding critical to your project?

Remember...tell me, and then tell me what you told me.

- There should be nothing in the budget that has not already been mentioned in the Program Narrative.
- Everything in the Budget needs to be explained in the Budget Narrative.
-
- Reference on what page in the Program Narrative you first told me.
- **You do not have page limits in the Budget Narrative!**

Tired Eyes and Budgets

- Get your “number crunchers” to review your budget to be sure your numbers are accurate.



Match Requirements

- Funder's match requirements
 - Budget Match must meet Funder's match requirements (BJA – 25%)
 - Be careful of too much match!
 - Don't go overboard!
 - **If you offer more than required match, you will be held to accounting for it.**

QUESTIONS I ASK ABOUT YOUR BUDGET...

- Do these numbers tie in with what was stated in the body of the proposal?
- Is it complete?
- Is it allowable and cost-effective?
- Is it tied to the proposed activities?
- What other sources of funding will be used to make up a whole?

Sustainability

- What have you told me about how you will sustain your treatment court program after this grant expires?
- Where have you told me this critical piece of information?
 - Be sure it is in the right place according to the RFP and not buried in a paragraph about something else!

PROGRAM EVALUATIONS

follow an iterative, cyclical process for program evaluation

- What does that mean?
 - I am not a professional evaluator. I did ask one to learn what this meant.
 - Turns out the applicant explained this on page 1 of the Narrative (ADDIE Model) which I understood...Analyze, Design, Develop, Implement and Evaluate.

EVALUATION METHODS:

- **document review,**
 - **data review,**
 - **data cleaning,**
 - **analysis,**
 - **narrative writing, and**
 - **key informant interviews with program staff.**
-
- The independence of the evaluator must be demonstrated.

Goals & Objectives - What do these words mean?

– **Goal: Desired Outcomes...or**

- “An end that one strives to attain”

- (Webster’s New World Dictionary)

– **Objective: Specific, measurable, and have a defined completion date. They are more specific and outline the “who, what, when, where, and how” for reaching the goals.**

Use the Funder's Criteria

- Performance Measures – use your funder's!
- **Local performance measures are important, but if you want the funder's money, address what is important to them!**

WORDS THAT WORK:

ACTIVE VERBS! What you are going to do!

<ul style="list-style-type: none">• Compute	<ul style="list-style-type: none">• Compare	<ul style="list-style-type: none">• Develop
<ul style="list-style-type: none">• Prepare	<ul style="list-style-type: none">• Test	<ul style="list-style-type: none">• Assess
<ul style="list-style-type: none">• Design	<ul style="list-style-type: none">• Plan	<ul style="list-style-type: none">• Demonstrate
<ul style="list-style-type: none">• Identify	<ul style="list-style-type: none">• Revise	<ul style="list-style-type: none">• Summarize

Quick Review...be sure:

- The last paragraph of your program narrative reflects the first paragraph of your Abstract, your program narrative content **and the funder's priorities.**
- You really did address all those goals in your NARRATIVE that you laid out in the ABSTRACT.

Be sure:

Your budget figures agree throughout all your documents. [\[1\]](#)

Your goals and objectives and outcome/performance measures all tie directly to what you are proposing and what the funder wants.

You have told me who (by name as well as title) is responsible for what including evaluation and monitoring outcomes.

Also, be sure...

- I know how you will utilize feedback from your evaluation process.
- I can find how you will sustain your program.
- There is no contradictory information included.

Proposals that wander hurt your chances of getting funded!

Be sure to include as required:

- Time Task Plan
- Memorandums of Understanding
- Letters of Support
- Local and State Government pass-through agreements
- Other support documents (e.g. P &P manual, examples of work, research documentation)

LETTERS OF SUPPORT

Be sure the Letters of Support do not contradict or confuse what you are saying in the grant application.

- Get the Letters of Support required by the funder. [\[1\]](#)
- Read over your Letters of Support before you include them!
- If one of those letters is very well written, get permission to use that person's words in the text of your proposal. Don't waste it![\[2\]](#)

GRANT WRITING = TIRED EYES



Typos, run-on words – Example below from an actual grant application:

- “Studies show that 60-75%of women in treatment for alcohol and other drug problems have experienced partnerviolence during their lifetimes. Womenwith substance abuse problems have also experienced a much higher instance of sexual abuse than women without drug problems, and the duration of the rape experiencetends to be longer. Thosewith mental health, substance abuse, and interpersonal violence problems also have amyriad of other life burdens and problems. These include homelessness, HIV-positive status, difficulties with employment, and family problems, among others. They have higher levelsof health problems and use more health servicesthan those with only one set of problems. Relationships among substance use, emotional problems, violence, andtrauma are often complex and multi-determined. Treatment professionals who are cross-trained are betterable to sort out and understand the interrelationship between trauma, mental healthissues, and substance abuse.[\[1\]](#)”

FRESH EYES

- Always be sure to have your work reviewed by someone else before you submit it.
- Check word usage. You may spell a word correctly, but it may be the wrong word.
- Avoid using the same word repeatedly, especially in the same sentence and in the same paragraph

INTERNET TRANSMISSION

- **When transmitting your application materials by the Internet, be sure to use software that you know can be opened at the other end.**
 - Don't use tif files or WordPerfect if you can help it.
 - Ask the grants manager what works best.
 - You do not want to send documents that cannot be opened.
 - You don't want to use software that rearranges your work and gives me a bad impression^[1]

WHAT MY WORKSHEET LOOKS LIKE BY THE TIME I'M DONE

ADC Data TX Data BDC-continuum
 Tech. Assist + Trng .75
 Key items 4, 7, 10

<p>e.) The applicant identifies which drug courts are proposed to receive funding, the type of program, at what amounts, for which periods of time, how the statewide applicant will assist the funded courts in achieving their goals and objectives, and how the applicant will monitor progress. The applicant identifies how the selected jurisdiction(s) drug court programs will operate in accordance with the <i>Defining Drug Courts: The Key Components</i> and will use sub-granted funds to implement research-based, data-driven strategies.</p>	<p>1 2 3 4 5 6 7 8 9 10</p>	<p>X X X X X X X X X X</p>	<p>X X X X X X X X X X</p>	<p>PG 10 - \$30 of 71 table 2 PG 11 - SADC not here not here PG 13 - data might not well written could have used 15% for PG 14, 15 - use of data to impact DCs status to show bonding</p>	<p>more said on pg 13</p>
<p>f.) For applicants requesting funding to implement or enhance local courts, they should also describe:</p> <ol style="list-style-type: none"> The detailed and randomized drug testing process and how it will occur throughout all components/phases of the program. The applicant describes the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients. The applicant describes the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings. The applicant describes the process the court will use to ensure a perception of procedural fairness throughout all court and program operations. The applicant describes the plan for sustaining drug court programming after federal funding has ended. The applicant demonstrate how the SSA was consulted and how the proposal conforms to the framework of the State Strategy of Substance Abuse Treatment. 	<p>1 2 3 4</p>	<p>A BX X X</p>	<p>X X X X</p>	<p>PG 5 - 10 keys not mentioned specifically PG 4 - min ix/mo more needed to be said S Goals is to improve procedural fairness by improving communication on behalf of MIOs S Use of data w/ legislature to secure and fair courts to use locally W Only because of H- from the Governor. Not addressed otherwise</p>	<p>more said on pg 13</p>

3.5

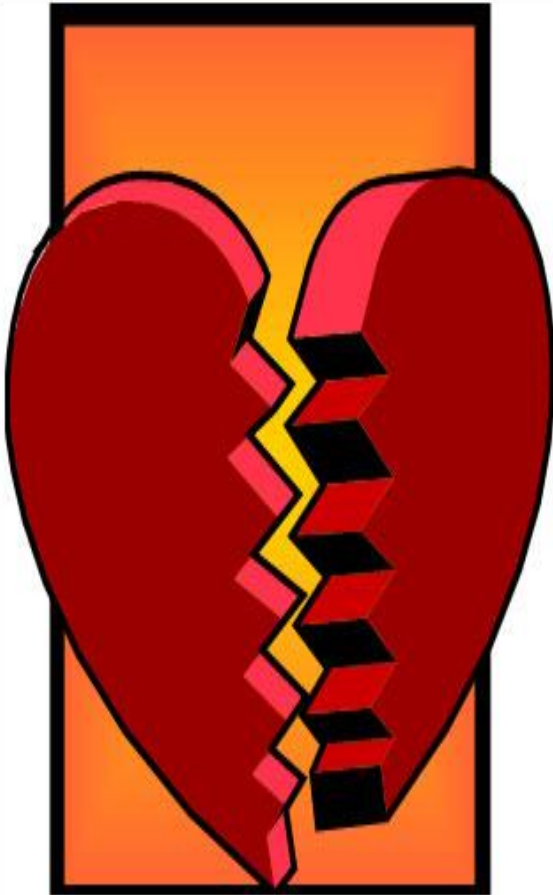
Points (0-10) (46) S 6 W 5 8

6.33 .88

CONCLUDING THE REVIEW PROCESS

- We look over our worksheets, identify strengths and weaknesses and give each application a score.[\[1\]](#)
- Our worksheets are typed up along with our scores and submitted to the agency that coordinates our work.
- We then receive summaries of the scores we each gave for any applicant that earn 80% or more.
- A day and time is scheduled and all the members of the Peer Review Panel, with representatives of the funding agency, review each other's scores to decide on the final scores we want assigned to each application.[\[2\]](#)
- During this process we are looking at what you wrote as well as our “sloppy copy” score sheets. [\[3\]](#)
- At the end of this conference call we must submit our final scores.
- As peer reviewers, we DO NOT make the final determination as to who gets funded.[\[4\]](#)

HEARTBREAKS FOR ME AS A REVIEWER



- A compelling opening paragraph is written and there is no follow-through.
- Urgent needs are presented in the Abstract or first paragraph of the proposal and then, 20 pages later, are never mentioned again.
- An applicant submits a brochure and thinks that will suffice....Yep, only a brochure!
- A grant is poorly written and one or two of the Letters of Support eloquently present the need and the solution...why didn't that grant applicant ask those folks to help with the body of the proposal?
- Letters of Support contradict statements in the proposal narrative

SUMMARY...

DO:

- STUDY the RFP.
- STAY focused.
- WORK with experienced grant writers when possible
- Write like a journalist, a few but powerful words!
- MAKE best use of the program narrative
- SOLICIT your letters of support ASAP. If someone says “it” really well, quote them! Ask them to write that section of the grant application.
- COMMUNICATE competency.
- WRAP IT UP
- FIND a good editor! You want “fresh eyes” to read your work before you submit it.
- KNOW your software.

DON'T...

- ASSUME you know what they want and write your application as you see fit.
- MAKE the funder/reviewer have to search for required information
- WRITE like an attorney! **(They call a 5,000 word document a "brief"!**
- WAIT for the Budget Narrative, the Letters of Support or a section about staff qualifications to mention critical information
- ALLOW your Letters of Support to contradict or confuse what you are saying in the grant application.
- BRAG! Use your outcomes to demonstrate your success.
- STATE a goal at the very beginning and then never mention it again!
- FORGET to check with your IT person and the funder's to be sure there won't be any glitches in transmission of your documents

QUIZ...What are the top 5 flaws in many Grant Proposals?

What do you think?

1.??

2.??

3.??

4.??

5.??

Reality Check!

In the spirit of David Letterman's nightly "Top Ten" here are arguably the "Top Five" flaws found in grant seekers' proposals:

#5. Failing to work out an appropriate budget for the proposed program.

#4. Underestimating the importance of addressing sustainability.

#3. Underplaying the importance and the significance of evaluation.

2. Not being clear enough about what you are trying to achieve through your proposed program or project (goals and outcomes!)

#1. Not following the funder's grant guidelines.

and remember this

I like cooking my family and my
pets.



Grammar saves lives!

FINAL REVIEW

- **Tell me what you are going to tell me (Abstract).**
- **Tell me (Program Narrative).**
- **Tell me what you told me (Budget and Budget Narrative).**

And always remember to breathe....

- Going for a walk or getting some sleep can do wonders for finding the words you are looking for!

