




Welcome!
Application Overview and
Grant Writing Training

Training Norms



- Cell phones silent
- Take care of your needs
- Ask questions
- Start and end on time/ return from breaks on time

New School Health Grants Administered thru RMC



- **K-12 Tobacco Prevention Initiative Grants**
 - 3 year
 - 1 year
- **Healthy Schools Colorado Grants**
 - 3 year

K-12 Tobacco Prevention Initiative 3-year Grants



- **Funding source:** CDPHE/STEP
- **Content focus:** Tobacco Prevention
- **Who may apply:** Districts, Regions, & BOCES
- **Number of grants awarded:** 5-7 anticipated
- **Priority areas:** policy, disparities, classroom instruction, family engagement, community linkages and other research-based strategies

K-12 TPI 3-year Grants



Timeline	
March 25, 2009	RFA posted on www.rmc.org/funding
April 6-14, 2009	Regional meetings
March 25 – May 13, 2009	Questions accepted via email/ answers posted online
May 15, 2009	Applications due by 4:00pm
May 20-22, 2009	Review of applications
By May 29, 2009	Notification of grant award
June 2009	Grant negotiation period
July 1, 2009	Projects begin

K-12 Tobacco Prevention Initiative 1-year Grants



- **School-level grants:** Available in August 2009
- **Focus:** Tobacco prevention + one other school health priority using the Coordinated School Health model
- **Materials posted on:** www.rmc.org

**Healthy Schools Colorado
3-year Grants**



- **Funding source:** Colorado Health Foundation (pending)
- **Content focus:** Physical Activity & Nutrition using the Coordinated School Health Model
- **Who may apply:** Districts & Regions
- **Number of grants awarded:** 5-7 anticipated
- **Grants must include:** Support for at least 10 schools within the district/region over 3 years

**Healthy Schools Colorado
3-year Grants**



Timeline	
April 29, 2009 (pending)	RFA posted on www.rmc.org/funding
April 6-14, 2009	Regional meetings
April 29-June 5, 2009	Questions accepted via email/answers posted online
June 5, 2009	Applications due
June 15, 2009	Review of applications
June 22-July 2, 2009	*Site visits with top applicants
July 8, 2009	Notification of grant award
July 13-July31, 2009	Grant negotiation period
August 1, 2009	Projects begin

**CDE Professional Development
Opportunities New in 2009**



CDE plans to offer new professional development opportunities in 2009 to all school districts in physical education, physical activity, nutrition, and nursing. Stay tuned!

Warm-up Activity



- With your partner or group, discuss how the word on your card impacts grant writing.
- Be prepared to share one or two ideas with the group.

Not so Fast!



- Is there a “priority match?”
- Is there enough support?
- Can you carry out the evaluation activities/ requirements?
- Do you have time to prepare an application?

Scoring – 100 pts



- A. Contact Info (required)
- B. Assurances (required)
- C. Advisory Committee List (required)
- D. Narrative (30 points)
- E. Work Plan (30 points)
- F. Evaluation Plan (15 points)
- G. Budget (25 points)

A. Contact Information and Student Demographics



- Fill in the appropriate information in each of the tables
- No signatures required

B. Assurances



- Read all assurances
- If individual district application, Superintendent must sign, even in largest school districts.
- If regional application, all Superintendents must sign. Copy form as needed.
- If BOCES application, BOCES Director must sign.

C. Advisory Committee List



- If committee already in place
 - Answer the two questions and attach list
- If forming a new committee
 - Complete entire form



Why proposals don't get funded

- Not enough institutional support
- Project appears to be the brainchild of one or two people

D. Narrative (30 points)



1. Existing policies and programs
2. Gaps in existing program
3. Relevant data
4. Strategies (a, b, c, d)

Narrative Tips



Gaps → Strategies → Relate to work plan

Got data?

Jigsaw Instructions



- Make a group of four using cards (red, green, blue, purple)
- Read the section corresponding to the color on your card
- Share key learnings, (things you want to remember when writing your proposal)



Why proposals don't get funded

- Proposed project does not match the funder's guidelines
- Link between project and funder priorities is not clear
- Weak or no connection to research-based strategies

E. Work Plan (30 points)



- Reasonable for funds requested
- 3 year goals, 1 year SMART objectives
- Appropriate activities to meet objectives
- Timeline makes sense
- Identify job title of person(s) responsible for completed tasks
- Required policy objective
- Required disparities objective
- No page limit

Goals vs. Objectives



Goals	Objectives
•Broad	•Narrow
•General intentions	•Precise
•Intangible	•Tangible
•Abstract	•Concrete
•Can't be validated as is	•Can be validated

Goal vs Objective



Goal	Objective
All youth will be tobacco free.	By May 30, 2010, 90% of students in Very Fine Middle School will complete 12 lessons of the approved tobacco prevention curriculum.

Objectives



- Describe program results to be achieved and how they will be achieved
- Help set priorities and targets for progress and accountability

SMART Objectives



- **S = Specific** (Who? What?)
- **M = Measurable** (How much change is expected?)
- **A = Achievable** (Can it be accomplished?)
- **R = Realistic** (Proposes reasonable action steps)
- **T = Time-phased** (When will objective be met?)

SMART Verbs



- | | |
|-----------------|-------------|
| • Achieve | • Eliminate |
| • Collect | • Implement |
| • Compile | • Obtain |
| • Conceptualize | • Produce |
| • Decrease | • Publish |
| • Deliver | • Recruit |
| • Develop | • Train |

Make it SMART



- **Objective:** A tobacco policy will be communicated.
- **Specific? Measurable? Time-phased?**
 - Who is revising?
 - How will it be communicated?
 - By when?

Specific, Measurable, Time-phased



- The tobacco policy will be communicated
- By (date) (x %) of schools in Very Fine SD will (do what with whom)



- By December 1, 2009, 80% of schools in Very Fine School District will communicate the tobacco-free schools policy and expectations with students, staff and families using a variety of methods.



95% of schools will use non-punitive consequences.

- What's good here?
 - Measurable
- What needs improvement?
 - More specific, time-phased



By **May 15, 2009**, **95%** of schools in Very Fine School District will **utilize** non-punitive consequences with **students who violate** the tobacco-free school policy.

Get SMART Quiz!



Identify the **SMART** Objectives

- 1. The tobacco policy will be communicated.
- 2. 95% of schools will use non-punitive consequences.
- 3. By June 1, 2009, ABC school district will increase the number of middle schools that are implementing a tobacco-use prevention curriculum to at least 10.
- 4. At least 50% of ABC district schools will adopt nutrition standards for food served as outlined in the State's Department of Education Model School Wellness Policy.
- 5. By May 15, 2009, students will be moderately to vigorously active at least 50 percent of the time.

Activities



- Things you're going to do to make sure you accomplish the objective
- Examples:
 - Convene advisory committee to discuss current policies
 - Review non-punitive policy options
 - Attend policy training

Activity Example



Activity	Implementation Timeframe	Measure of Accomplishment	Job Title of Person Responsible
Review non-punitive policy options	Q1	Advisory committee has completed review of current policies	Advisory Committee Chair



Why proposals don't get funded

- Proposal is too ambitious for the amount of time, staff and money available
- Proposal not ambitious enough
- Activities are not based on best practices

F. Evaluation Plan (15 points)



- How will you assess what you are doing?
- Connected to work plan
- Includes strategies for measuring outcomes, data collection methods and data sources



Why proposals don't get funded

- Not clear what you are trying to accomplish
- Absence of appropriate strategies to measure progress and outcomes
- No evidence of evaluation expertise

G. Budget (25 points)



- Complete Excel budget sheet
- Narrative is specific
- Coordinator
 - Justify time on project
 - Connects to work plan
- Check your calculations

Budget Narrative



- Personnel
- Direct Operating
- Contractual
- Travel
- Indirect

Budget Narrative

Weak

- Postage and shipping at \$350

Strong

- Includes the cost of shipping training materials to four workshops (Five 20 pound boxes @ \$34 per box = \$170). General postage estimated at \$20 per month x .75 FTE = \$180. Total = \$350.

Travel Example



3-day Standards and Assessment Workshop in Denver, CO

- Mileage for 2 participants to attend 3-day standards and assessment training (300 miles x .0505)
- Hotel for two night x 2 participants @ \$90 per night
- Food for 2 participants @ \$30 per day

Meeting Expense Example

What Do You Think?

- \$1,020 in meeting expenses includes food for advisory committee meetings, notebooks for advisory committee members, plus some off-site meeting space

Stronger

- Meeting expenses at \$1,020 includes:
 - Advisory committee meeting supplies @ \$30 per meeting x 9 meetings = \$270
 - \$10 per notebook for each of the 15 advisory committee members = \$150
 - Meeting space at *Reliable Hotel* for three community forums at \$200 per meeting which includes snacks = \$600



Why proposals don't get funded

- Budget items not clearly linked to objectives
- Budget figures aren't adequately explained
- Budget appears to be padded
- Calculations are incorrect

Letters of Collaboration



- 3 are required
 - Chairperson of Advisory Committee
 - 2 of your choice



Other reasons proposals aren't funded

- No indication of sustainability
- Poorly written proposal
- Incomplete proposal
- Proposal not received on time

Remember the 6 P's



- People
- Permission
- Processes
- Planning
- Production
- Punctuality

For More Information



- Go to www.rmc.org/funding
