

# EFFECTIVE GRANT WRITING

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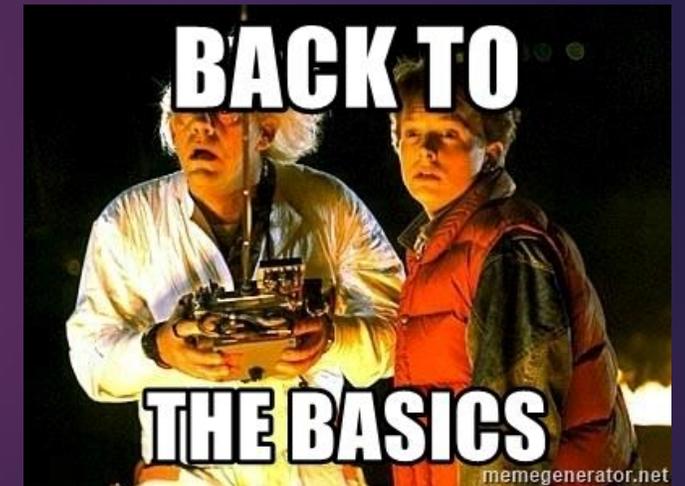
# WHO IS HERE?

INTRODUCE YOURSELF & WHAT  
AGENCY YOU'RE FROM



# START WITH THE BASICS

- ▶ START WITH A TIME-LINE OF TASKS NEED TO BE COMPLETED
  - ▶ START WITH TASKS THAT OTHER PEOPLE ARE INVOLVED IN, LETTERS OF SUPPORT, GETTING BUDGET NUMBERS FROM YOUR FINANCIAL PERSON, WHEN AUTHORIZED OFFICIALS ARE AVAILABLE TO SIGN
- ▶ BE INTENTIONAL IN YOUR WRITING AND BUDGET
- ▶ DO IT A LITTLE AT A TIME
- ▶ HAVE MORE THAN ONE PERSON LOOK IT OVER
- ▶ TRIPLE CHECK YOUR BUDGET
- ▶ WHY IS YOUR AGENCY ASKING FOR VOCA AND HOW CAN IT BENEFIT YOUR AGENCY?



# COVER SHEET

- ▶ AGENCY TITLE-KEEP IN CONSISTENT THROUGHOUT GRANT
- ▶ MAKE SURE EACH FIELD IS FILLED OUT COMPLETELY
- ▶ CHECK THAT YOUR DUN'S NUMBER IS CORRECT
- ▶ REMEMBER TO INCLUDE YOUR SOURCES OF MATCH
- ▶ ENSURE YOUR ADDRESS MATCHES WHAT IS ON YOUR AGENCY'S W-9
- ▶ YOU NEED TO INCLUDE VOLUNTEERS USED FOR THE PROGRAM ON THE COVER SHEET
- ▶ YOU NEED TO INCLUDE THE NUMBER OF FUNDED STAFF

# VOCA REQUIRED QUESTIONS

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- ▶ YOU NEED TO FILL ONE OUT FOR YEAR 1 AND YEAR 2-SEPARATE ONES
- ▶ PROJECT HOW MANY VICTIMS YOU WILL SERVE AND WHAT TYPE OF VICTIM
- ▶ PROJECT THE NUMBER OF SERVICES PROVIDED TO VICTIMS, VICTIMS CAN HAVE MORE THAN ONE SERVICE PROVIDED TO THEM
  - ▶ THE NUMBER OF VICTIMS SERVED WILL NOT MATCH UP TO THE NUMBER OF SERVICES PROVIDED
  - ▶ BE CONSISTENT IN HOW YOUR AGENCY DEFINES EACH SERVICE AND HOW YOU TRACK EACH SERVICE
  - ▶ LAW ENFORCEMENT AGENCIES SHOULD MARK E9 INSTEAD OF B3- (SAME SERVICE-ONE IN PERSONAL ADVOCACY AND ONE IN CRIMINAL JUSTICE)



# BUDGET

- ▶ NEED SEPARATE BUDGETS FOR YEAR 1 & YEAR 2
- ▶ NEED TO COMPLETE A BUDGET JUSTIFICATION FORM FOR EACH YEAR
- ▶ TRIPLE CHECK YOUR BUDGET
- ▶ ENSURE YOUR SALARY AND FRINGE ARE IN-LINE WITH YOUR AGENCY AND CHECK WITH YOUR FINANCIAL ADVISOR ON FRINGE COSTS
- ▶ TRAINING AND TRAVEL COSTS-NEED TO HAVE A TRAVEL POLICY OR USE THE STATE TRAVEL GUIDE
  - ▶ GSA AMOUNTS ARE ALLOWED NOW IF THAT IS WHAT YOUR AGENCY USES IN THEIR POLICY
  - ▶ ONE NATIONAL TRAINING ALLOWED PER PERSON PER YEAR
  - ▶ PER DIEM, YOU MAY WANT AS IT'S OWN LINE ITEM SINCE YOU TRAVEL MORE DAYS THAN YOU TYPICAL STAY IN A HOTEL
- ▶ MAKE SURE YOU PRORATE EQUIPMENT & SUPPLIES

# BUDGET CONTINUED

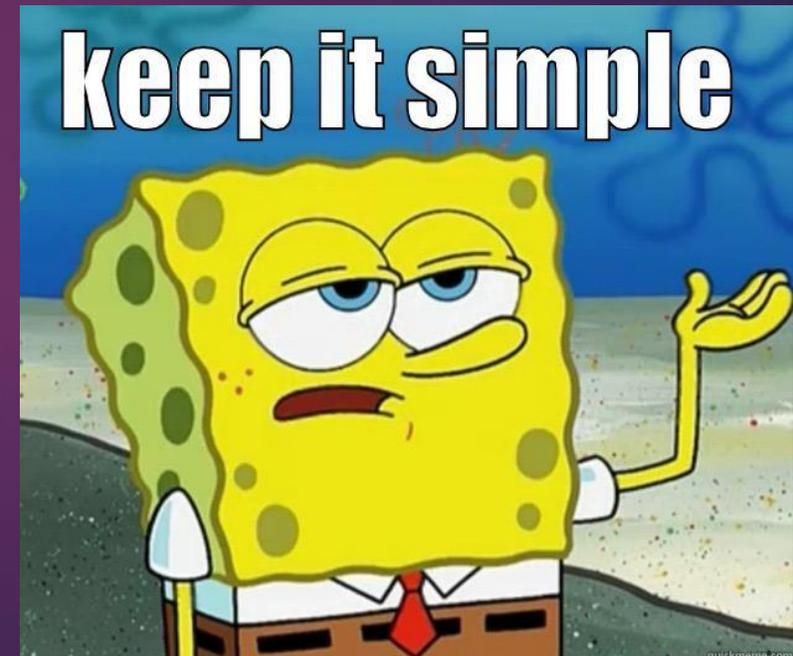
- ▶ 3-5% COLA & MERIT INCREASES ARE ALLOWED, FURTHER JUSTIFICATION IS REQUIRED IF YOU EXCEED THIS
- ▶ EACH AGENCY IS ALLOWED TO ASK UP TO \$10,000 IN EMERGENCY FUNDS EACH YEAR
  - ▶ NEED TO HAVE A POLICY IF YOU ARE ASKING FOR THESE FUNDS
- ▶ NAMES OF PERSONNEL NOT JUST POSITIONS NEED TO BE ON THE BUDGET
  - ▶ IF EMPLOYEES CHANGE THROUGHOUT THE GRANT CYCLE, YOU WILL NEED TO AN AMENDMENT IN THE SYSTEM TO HAVE CORRECT NAME
  - ▶ NAMES ON BUDGET APPLICATION HAVE TO MATCH NAMES ON LEDGERS THROUGHOUT GRANT CYCLE FOR PAYMENT REIMBURSEMENTS
- ▶ ENSURE YOU WILL BE ABLE TO SPEND YOUR BUDGET AND THAT WHAT YOU ARE ASKING FOR IS REASONABLE & ALLOWABLE

# MATCH

- ▶ MATCH NEEDS TO BE 25% OF YOUR REQUESTED VOCA FUNDS
- ▶ CAN HAVE IN-KIND OR CASH MATCH, MIXTURE OF BOTH
- ▶ MATCH IS ENTERED THROUGHOUT THE BUDGET UNDER APPLICABLE CATEGORIES
- ▶ IN-KIND IS FOR ITEMS THAT CAN HAVE A MONETARY VALUE, BUT YOUR AGENCY DOES NOT ACTUALLY SPEND MONEY ON
  - ▶ EXAMPLE: VOLUNTEERS, BUILDING SPACE FOR AN OWNED BUILDING
- ▶ CASH MATCH IS FOR ITEMS THAT YOUR AGENCY PAYS FOR AND IT CONTRIBUTES TO YOUR PROGRAM
  - ▶ EXAMPLE: PART OF PERSONNEL'S SALARY OR FRINGE, BUILDING SPACE FOR A LEASED/RENTED BUILDING
- ▶ BOTH YEAR 1 & YEAR 2 NEED TO HAVE 25% MATCH AND PAY DURING EACH YEAR

# NARRATIVE SECTION

- ▶ BE CONCISE AND INTENTIONAL IN YOUR WRITING
- ▶ PAINT A PICTURE FOR THE GRANT REVIEWERS
- ▶ UTILIZE BULLENT POINTS WHENEVER YOU CAN
- ▶ KEEP IT SIMPLE & FOCUSED
- ▶ AREAS IN THE THIS SECTION:
  - ▶ GEOGRAPHICAL AREA
  - ▶ NATURE & SCOPE
  - ▶ VICTIM NEEDS
  - ▶ TARGET POPULATION SERVED



# NARRATIVE SECTION

▶ **GEOGRAPHICAL AREA**

- ▶ SHOULD INCLUDE A DESCRIPTION OF THE AREA YOUR AGENCY IS IN AND SERVES- WHERE YOU ARE LOCATED IN UTAH & UNIQUE THINGS ABOUT IT
- ▶ SHOULD INCLUDE DEMOGRAPHICS OF YOUR AREA

▶ **NATURE & SCOPE**

- ▶ DESCRIBE WHAT CHALLENGES YOUR AGENCY FACES IN YOUR AREA
- ▶ SHOULD INCLUDE CRIME STATISTICS IN YOUR AREA
- ▶ BARRIERS TO PROVIDE SERVICES TO CRIME VICTIMS

▶ **VICTIM NEEDS**

- ▶ THIS IS NOT AGENCY NEEDS-THIS IS WHAT VICTIMS NEEDS
- ▶ BULLET POINT LISTS ARE HELPFUL

▶ **TARGET POPULATION**

- ▶ BULLET POINT LIST OF DEMOGRAPHICS SERVED & VICTIMIZATION CATEGORIES SERVED



# PROGRAM PLAN

- ▶ THIS IS THE NUTS AND BOLTS OF YOUR GRANT
- ▶ YOUR GOAL SHOULD BE BROAD
- ▶ YOUR OBJECTIVES SHOULD BE HOW YOU WILL SPECIFICALLY ACHIEVE THAT GOAL
- ▶ YOUR GOALS & OBJECTIVES SHOULD SHOW WHAT YOUR PROGRAM ACTUALLY DOES
- ▶ YOUR GOALS & OBJECTIVES NEED TO BE MEASURABLE AND ACHIEVABLE-DON'T GO TOO BIG
- ▶ YOUR GOALS & OBJECTIVES SHOULD DIRECTLY CORRELATE TO PROVIDING DIRECT SERVICES AND/OR YOUR VOLUNTEER PROGRAM
- ▶ IT'S OKAY TO CHANGE YOUR GOALS & OBJECTIVES FROM PREVIOUS YEARS

# OTHER AREAS

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- ▶ ADDITIONAL RESOURCES-
  - ▶ LIST RESOURCES OF OTHER FUNDING SOURCES FOR YOUR AGENCY
  - ▶ LIST DONATIONS THAT CONTRIBUTE TO YOUR PROGRAM
  - ▶ LIST OTHER FINANCIAL RESOURCES YOUR AGENCY SUPPORTS YOUR PROGRAM NOT INCLUDED IN MATCH
- ▶ PROVIDING EFFECTIVE SERVICES
  - ▶ THIS SHOULD INCLUDE PREVIOUS YEARS OF ACHIEVED GOALS & OBJECTIVES
  - ▶ IF NEW AGENCY YOU JUST NEED TO LIST THAT YOU ARE A NEW AGENCY
- ▶ STATISTICAL REPORTING
  - ▶ SHOULD INCLUDE WHO COLLECTS AND REPORTS STATISTICS AND THE INDIVIDUALS ABILITIES
- ▶ PROJECT ADMINISTRATION- MOSTLY ATTACHMENTS

# ATTACHMENTS

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- ▶ LETTERS OF SUPPORT-NEED THREE THAT SUPPORT YOUR PROGRAM
  - ▶ ASK OTHER FOR THESE EARLY-CAN ASK FOR MORE THAN 3
- ▶ AGENCY BUDGET-IF GOVERNMENT-NEED JUST YOUR DEPARTMENTS BUDGET
- ▶ JOB DESCRIPTIONS-INCLUDE ALL FUNDED STAFF & VOLUNTEER
- ▶ ORG CHART-SHOULD INCLUDE NAMES & VOCA HOURS
- ▶ 501c3 IF NON PROFIT
- ▶ GOVERNING BOARD IF NON PROFIT
- ▶ IF NEW AGENCY ATTACH W-9
- ▶ EQUIPMENT SUMMARY-EQUIPMENT PURCHASED WITHIN LAST 3 YEARS
- ▶ SPECIAL ATTACHMENTS FOR SEXUAL ASSAULT SET ASIDE PROGRAM
- ▶ YOUR AGENCY'S TRAVEL POLICY
- ▶ EMERGENCY FUND POLICY IF REQUESTING EMERGENCY FUNDS
- ▶ RENTAL DEPOSIT POLICY IF REQUESTING HOUSING FUNDS
- ▶ SEXUAL ASSAULT PROGRAM EVALUATION (FOR DUAL PROGRAMS)



# CERTIFIED ASSURANCES

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- ▶ NEED TO TRIPLE CHECK EVERY AREA IS FILLED IN AND SIGNED
- ▶ RAPE CRISIS CENTER-THIS NEEDS TO BE SIGNED IF YOUR AGENCY IS A RAPE CRISIS CENTER NOT JUST SERVING VICTIMS OF SEXUAL ASSAULT
- ▶ NEEDS TO BE 2019 CERTIFIED ASSURANCES
- ▶ NEEDS TO BE SIGNED BY AUTHORIZED OFFICIAL
- ▶ UPLOAD THE WHOLE DOCUMENT IN ATTACHMENTS
- ▶ **READ THE ACTUAL CERTIFIED ASSURANCES**

# VOCA Reporting

- ▶ How do you track VOCA data?
- ▶ VOCA Federal Services
- ▶ Program Plan Reporting
- ▶ Governing Body Presentations
- ▶ Quarterly Reporting
- ▶ Financial Reporting



# GRANT WRITING

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- ▶ WRITE YOUR GRANT IN A WAY THAT SOMEONE THAT HAS NEVER HEARD OF YOUR PROGRAM, NOW KNOWS WHAT YOU DO
- ▶ BE CONCISE, INTENTIONAL, AND ARTICULATE
- ▶ KEEP THINGS SIMPLE
- ▶ TAKE IT ONE STEP AT A TIME AND TACKLE EACH ITEM AT A TIME
- ▶ ASK FOR HELP AND SOMEONE TO REVIEW
- ▶ HAVE YOUR BUDGET AND PROGRAM PLAN BE MANAGEABLE, REALISTIC, AND ACHIEVABLE
- ▶ IDENTIFY WHAT YOU WANT TO ACCOMPLISH WITH VOCA FUNDS AND THE BEST WAY TO ACCOMPLISH IT
- ▶ REMEMBER TO BREATHE!!



# QUESTIONS???

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