

Grant Writing Manual



Commission on Criminal and Juvenile Justice

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Introduction

Created in 1983, the Commission on Criminal and Juvenile Justice (CCJJ) is the coordinating body for criminal and juvenile justice policy in Utah. As part of CCJJ's work, the agency acts as a pass-through entity for Federal and State grant funding for criminal and juvenile justice programs.

CCJJ administers grants to local government entities such as cities and counties, state government, Indian Tribal government agencies, nonprofit, and faith-based entities whose work falls within the area of criminal and juvenile justice.

**The CCJJ grant writing manual is subject to change based on approved guidance from the State of Utah and our federal grant partners at the Department of Justice, Bureau of Justice Assistance, and Office of Justice Programs.*

CCJJ Grants Overview

Federal

- **Edward Byrne Memorial Justice Assistance Grant (JAG):** JAG funding is allocated in support of various criminal justice areas including: Law Enforcement programs; Prosecution and Courts programs, including Indigent Defense; Prevention and Education programs; Corrections and Community Corrections programs; Drug Treatment and Enforcement programs; Planning/Evaluation/Technology Improvement programs; Crime Victim and Witness programs; and Mental Health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.
- **Residential Substance Abuse Treatment (RSAT) Program:** As stated on the Bureau of Justice Assistance website, "The RSAT for State Prisoners Program assists states with developing and implementing residential substance abuse treatment programs within state correctional facilities, as well as within local correctional and detention facilities, in which inmates are incarcerated for a period of time sufficient to permit substance abuse treatment. The program encourages the establishment and maintenance of drug-free prisons and jails and developing and implementing specialized residential substance abuse treatment programs that identify and provide appropriate treatment to inmates with co-occurring mental health and substance abuse disorders or challenges."
- **Byrne State Crisis Intervention Program (SCIP):** The Office of Justice Programs is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Utah SCIP program aims to support strategic crisis interventions,

evidence-based programs, and initiatives in three significant sectors: Specialized Court-Based Programs, Behavioral Health, and Law Enforcement-based Programs.

- **Title II Juvenile Justice Grants (OJJDP):** The Utah Board of Juvenile Justice (UBJJ) administers Title II Formula Grants funded by allocations from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) “provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs, as well as justice system improvement efforts.”
- **National Instant Criminal Background Check (NICS) Act Record Improvement Program (NARIP):** NARIP funds are allocated by the Department of Justice, Office of Justice Programs, and Bureau of Justice Statistics: the program furthers the Department’s mission by improving the records available to the National Instant Criminal Background check system (NICS).
- **National Criminal History Improvement Program (NCHIP):** NCHIP Grant funds are allocated by the U.S. Department of Justice, Office of Justice Programs, and Bureau of Justice Statistics. The program continues the Department of Justice’s efforts to build an accurate and useful national system of criminal records. The Utah NCHIP grant funding request aims to improve public safety in Utah by enhancing the quality, completeness, and accessibility of criminal history record information.

State

- **Utah State Task Force Grant (STFG):** STFG funds are administered through the Law Enforcement Operations Account (LEOA) and are awarded to criminal justice service providers in order to address illicit drug use and other crime issues.
- **Utah State Asset Forfeiture Grant (SAFG):** CCJJ administers SAFG grants through the State forfeitures collections in the Criminal Forfeiture Restricted Account (CFRA). SAFG grants are awarded to governmental agencies through a formula award process for criminal justice services and projects.
- **Pretrial Services and Supervision (PSS) Grant Program:** PSS grants are awarded from the Pretrial Release Programs Special Revenue fund to county or other agencies that serve the purpose of assisting a court in making informed decisions regarding an individual's pretrial release and providing supervision of an individual released from law enforcement custody on conditions pending a final determination of a criminal charge.
- **Beer Tax Program:** Funding administered by USAAV+ for alcohol-related prevention, treatment, law enforcement, prosecution, and confinement programs. Funding is provided to counties and municipalities through a tax distribution set forth in statute.
- **Hospital Response Team Grant Program:** The Hospital Response Team (HRT) grant provides supplemental funding to organizations working with sexual assault victims.

Grant Preparation

Most grants are competitive, meaning there is a limited pool of funds, statutorily defined qualifications and priorities, and time sensitive application schedules.¹

Due to the fact the pool of funds is limited and grants are very competitive, grant writing takes planning and preparation. This guide can help you plan and prepare your grant application.

Developing a Proposal

1. Identify the need

When putting together a grant proposal make sure you are looking to solve a real need versus a perceived need. For example: Finding transportation to work is a real need, wanting to upgrade your current car to a sports car is a perceived need. Identify the real need in your organization or area.

Once you have identified the need, gather data to support your proposal. For example: you identified car burglaries as a problem; to determine how big a problem it is, you will need data on the number of car burglaries reported in the last three years. Is the number going up or down? Is the problem confined to one area or is it happening in several areas? Look for data from more than one source and for multiple years.

Tip: Conduct research to ensure that you are not duplicating work that another organization is already doing.

2. Find the right funding source

One mistake in grant writing is applying to the wrong program or grant. Doing research can help you find the right grant program. Do your research; based on the need identified and the summary proposal, find a program that fits your agency or program needs and provides the correct resources for your plan.

A good place to start looking for funding is:

www.grants.gov

3. Develop a plan: Now that you have identified the problem, you need to create a detailed plan for how you will address it. Your proposed project plan should fit within the philosophy and mission of your agency and the need

Tips:

- Plan ahead
- Conduct preliminary research
- Interpret proposal requirements
- Prepare a checklist and timeline
- Attend any technical assistance meetings offered by the grant's program manager
- Collaborate with stakeholders and partners²

¹ Governor's Office of Economic Opportunity (GOEO) "Guide to Applying for Grants" <https://issuu.com/go-utah/docs/goeo-guide-to-applying-for-grants>

² Governor's Office of Economic Opportunity (GOEO) "Guide to Applying for Grants" <https://issuu.com/go-utah/docs/goeo-guide-to-applying-for-grants>

should be well documented. To make a compelling case, the following should be included in the proposal:

- Nature of the project, its goals, needs, and anticipated outcomes.
- How the project will be conducted.
- Timeline for completion.
- How best to evaluate the results (“performance measures”).
- Staffing needs, including use of existing staff and new hires or volunteers.
- Preliminary budget, covering expenses and financial requirements, to determine what funding levels to seek.³

4. Gather Community Support

It is essential to have the support of the community you intend to serve in your proposal. Once you have developed a summary of your proposal, find individuals or groups (academic, political, professional, or lay organizations) which may be willing to provide written support of your proposal. Letters of support from local community partners should be detailed.⁴

5. Build a solid foundation

Grantors want assurances that you have researched the problem and that your approach is sound and backed by science and research. This is called an evidence based strategy. Conduct research on the problem your program addresses to find out how it has been handled in other areas. This will be a good way to find other important information on the impact of the problem’s impact on a community or target population if left unresolved. Be sure to cite sources for your data and research.

Write Your Proposal

1. Review the Request for Proposals (RFP):

Tips:

- Write in plain english - grants should be written in a straight-forward and easy to understand manner.
- Don’t use unfamiliar terms - avoid acronyms, jargon, lingo, or slang.
- Follow the format and write to the evaluation criteria.

Read the grant specifications; then read it again. Grant applications can be disqualified for simply not following the directions in the application or Request for Proposals (RFP); little things such as page limits, required signatures or forms can eliminate your proposal.

As you read through the RFP or grant application, highlight key information and note any requirements or deadlines. Create a checklist if there is not already one provided in the application.

Once you have completely read the RFP or application, have noted important requirements, such as time and date deadline and start dates, and created a checklist, you are ready to write your proposal.

³ www.ojp.usdoj.gov/BJA “Guide to Grants FY10 edition

⁴ www.ojp.usdoj.gov/BJA “Guide to Grants FY10 edition

2. Start with the budget

The budget section of the grant application may not be the first section, but it is where you should start. Thinking about money first helps you think through and justify your request. It also helps to quantify what it is you want and need and allows for that justification to be talked about throughout your proposal.

Your budget needs to be detailed and include all items necessary for your project. Be sure to complete all budget information you plan to use in your program. Pay close attention to the following items:

- **Personnel:** Salaries should be evaluated to ensure they are consistent with similar work in other areas.
- **Fringe benefits:** Benefits need to be calculated accurately and be consistent for all personnel. You cannot have one staff member calculated at 10% and another staff member calculated at 7%.
- **Equipment, supplies, operating (ESO):** This category can often be miscalculated. This not only includes any equipment or supplies you will need to purchase for your project. Look at what you paid in the last year and calculate what the cost will be for the grant cycle. In grants administered by CCJJ, any equipment purchase of \$5,000 or more per unit is categorized as a Fixed Asset and must be recorded as such.
- **Indirect costs:** Expenses that are part of performing the work on your program that are not identified with a particular grant, project, or activity.⁵ This can include rent, utilities, and insurance.
- **Travel:** Itemize your travel expenses by personnel and purpose and show the calculations. If including mileage reimbursement make sure you are using the government approved rate. The government approved rates for hotels, mileage, and meals can be found at: www.gsa.gov and finance.utah.gov/state-travel.
- **Contractors/Consultants:** List all expenses to be paid from the grant to any contractors or consultants. Provide the name of the individual or company, the specialized work they perform, and the amount to be paid. When hiring and budgeting for contractors and consultants, ensure that you are following the written [State of Utah Procurement Policy](#) or the [Federal Acquisition Regulations](#).
- **Budget Narrative:** The budget table included in the grant is a limited space, but you can include details of the budget in the budget narrative section. ⁶ CCJJ recommends that the budget narrative itemizes all expenses listed in the relevant budget table.

3. Grant Narrative/Project Proposal

This section is where you will introduce your organization to the grantor and explain the project proposal in depth. Your narrative should contain the following sections:

- **General information:** Provide an overview of your organization including: Full entity name, address, principal officers, project director, contact information, UEI number, and industry type

⁵ U.S. Dept of Education, Office of the Chief Financial Officer, <https://www2.ed.gov>

⁶ www.ojp.usdoj.gov/BJA "Guide to Grants FY10 edition

(local government, city and/or county, state government, Indian Tribal government agencies, nonprofit, or faith based).

- **Mission and Purpose:** Provide your mission statement and a description of your organization's purpose. Include information about how the proposed project aligns with your mission statement.⁷
- **Problem statement:** This section is the place to explain, in detail, the problem your organization plans to address. To help in writing this section, answer the following questions:
 - What is the problem that requires a solution?
 - What will happen if this need is not addressed?
 - Why should grant funds be used to solve the problem?⁸

Form the answers to these questions into the problem statement making sure to include data in support of your statement.

- **Program Design and Implementation:** This should be the largest section of your narrative, this is where you will detail your proposed solution to the problem you explained. Your project plan needs to include:
 - Goals and objectives - what is the goal and how will you achieve it.
 - Timeline - grants have a beginning and an ending, create your timeline with the end date in mind. Create steps along the timeline to ensure you are making progress toward your goal.
 - Outcomes and deliverables - Outline of the expected results of the completed project. Define the metrics of success. How will you measure progress, what does success look like in your project? Describe the benchmarks and goals and how they contribute to success. Remember your goals and metrics must predict tangible and measurable outcomes that will benefit the community.⁹
 - Capabilities and Competencies - Describe any additional strategic planning/coordination efforts with other agencies. Provide an overview of any evidence-informed programs that have been successfully implemented and how those programs might affect the local community and/or State of Utah.

4. Write the Abstract: While this is the first section in the grant application, it is the last one you should write. Use all of the information you have put together for your application and condense it down to a brief overview/explanation of the project proposal.

- Limit to one page.
- Single spaced.
- 12 point font, Times New Roman recommended.

⁷ Governor's Office of Economic Opportunity (GOEO) "Guide to Applying for Grants"
<https://issuu.com/go-utah/docs/goeo-guide-to-applying-for-grants>

⁸ www.ojp.usdoj.gov/BJA "Guide to Grants FY10 edition"

⁹ Governor's Office of Economic Opportunity (GOEO) "Guide to Applying for Grants"
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5. **Review and Submit:** Once you have all information gathered and everything is written, make sure to proofread. It is beneficial to have someone else also proofread to ensure nothing is missed. When that is done and you are ready to submit, make sure you include all supporting documents.

**Supporting documents would include, but are not limited to, any recommended Memorandum of Agreements, Letters of Support, or any other required documents per the solicitation.*

References and additional resources

1. Governor's Office of Economic Opportunity (GOEO) "Guide to Applying for Grants" <https://issuu.com/go-utah/docs/goeo-guide-to-applying-for-grants>
2. Bureau of Justice Assistance "Guide to Grants FY10 Edition" www.ojp.usdoj.gov/BJA
3. U.S. Dept of Education, Office of the Chief Financial Officer, <https://www2.ed.gov>
4. National Criminal Justice Association <https://www.ncja.org/center-for-grants-management>