Exercise

eCivis Find More Grants Tool™

Properly defining your project is a one of the primary factors in writing a successful grant application. This is because by asking the correct questions and answering them honestly, you are clearly articulating the project goals and opening up the grant search to include a greater number of potential opportunities. When you find the right grant you spend less of your scarce time trying to fit your project to the grant or twist the application questions to fit your response and instead writing a quality grant application.

Spend about a minute thinking about a program that you would like to fund. Then answer these questions as best you can.

1. What is the purpose of the project? _____

   _____

   _____

2. How much funding is needed in total (over the life of the project)? _____

3. How much funding is needed this fiscal year in order to move forward?_____

4. How much funding is needed next fiscal year in order to move forward?_____

5. Do you have cash matching funds available? If so, how much and for which fiscal year?

   _____

   _____

6. Do you have in-kind matching funds available? If yes, describe. _____

   _____

   _____

   _____

7. Whose approval or approvals will I need to move forward? Is this a politically sensitive project?

   _____

   _____

8. Which community partners are working with you to plan and complete the project. List the agency name, their role and the quality of your relationship.

   1._____

   _____

   2._____

   _____

   3._____

   _____

9. List five components that you can use to describe your project?

   1._____

   2._____

   3._____

   4._____

   5._____

10. Using one component from question number 9, write down five different sub-components of your project.

   1._____

   2._____

   3._____

   4._____

   5._____

Exercise

Grant Selection

SCENARIO ONE

It is October 21st and you see the below email on the National Brownfields Assessment grant come through on your Grants Locator daily email announcement. Your first thought is that it may be the perfect solution for the Old Ridley Mill, which is now owned by Smith Industries. The Mill site is heavily contaminated but is located on the border of downtown. Jobs are desperately needed, as many of the city's 24,000 residents are either un- or under-employed. The council and manager are supportive of grants and will allow you to push off other projects to focus on the application. You are an experienced grant-writer and project planner with more than 100 applications written and 75% funded. While the Brownfields Assessment Program is a competitive grant, your research shows that many small communities have received average funding of $175,000 which is slightly lower than your budget but only by $35,000. Staff for implementation of the project may be tough, as the city has experienced the typical high turnover of smaller communities. Additionally remediation experts will need to travel in order to come on-site.

☐ Yes   ☐ No

Why? _____

_____

_____

eCivis Grant Selection Tool™

Answer the following questions to help determine which is the best grant for your project. If you cannot answer "yes" to all of the questions, continue your search and find another grant which is a better match for your project.

	Yes	No	N/A
Do you meet all eligibility guidelines?	☐	☐	☐
Do you meet all supplemental eligibility guidelines?	☐	☐	☐
Can you meet all pre-application requirements?	☐	☐	☐
Will the award amount fund your entire project?	☐	☐	☐
If no, will it fund part of your project?	☐	☐	☐
Do you have the required or optional cash match?			
Do you have the required in-kind match?			
Do you qualify for special considerations & priorities?	☐	☐	☐
targeted demographics	☐	☐	☐
previous history with granting agency	☐	☐	☐
specially designated area (e.g. Empowerment Zone, etc.)	☐	☐	☐
quality relationships with program officers or board members	☐	☐	☐
Can you prepare a quality application before the application is due?	☐	☐	☐
	☐	☐	☐
Is the application very complex?	☐	☐	☐
Do you have the time to complete the application properly?	☐	☐	☐
Have you researched the competitiveness of the grant program?	☐	☐	☐
Is your organization a typical recipient?	☐	☐	☐
If required, do you have commitments from partner organizations?	☐	☐	☐
Have you calculated the management/compliance reporting burden?	☐	☐	☐
Does the benefit of the grant outweigh the reporting requirements?	☐	☐	☐

NOFA Summary From eCivis Grants Detail Page
Grant Title:
National Brownfields Program (Part A): Assessment Grants - FY 2006 Grant #: US0079A

Type of Grant: Federal
Multipart Grant: YES
Agency Name: US Environmental Protection Agency
Office: Office of Solid Waste and Emergency Response
CFDA # 66.818   Due Date: 12/14/2005
Solicitation Date: 10/20/2005

Summary:
The purpose of this program is to promote innovative and creative methods for brownfield revitalization developed through community-based efforts with strong public-private partnerships. Funding provided through this program is intended to encourage local solutions to endemic brownfield problems, excluding Superfund sites, eminent domain sites, and Federal government owned sites, overseen by several organizations at the governmental and community level.

This program contains the following three components:
- Assessment Grants;
- Revolving Loan Fund (RLF) Grants; and
- Cleanup Grants.

This module details the Assessment Grants component.

Assessment grants allow entities to inventory, characterize, assess, and conduct cleanup and redevelopment planning for brownfield sites. Under this category, applicants may apply for Community-wide (when no single site has been identified or when multiple sites have been identified) and/or Site-Specific assessment grants. Community-wide applicants may focus their proposal on categories of sites instead of identifying and discussing several specific sites.

Financials:
Match Required: No
Actual Funds: $72,000,000

Funding Notes: For FY 2006, approximately $72 million is available for this program overall, of which an unspecified amount is available for this component.

Applicants for this component may apply for Community-Wide and/or Site-Specific grants. Both the Community-Wide and the Site-Specific grants have a limit of up to $200,000 for a project period maximum of 3 years, whether the applicant is seeking funding for a site contaminated with hazardous materials or petroleum. Applicants may seek a waiver of the $200,000 limit for

Site-Specific proposals and request up to $350,000 for a single site, based on anticipated level of contamination, size of lot, or status of ownership of the site.

Funding may not be used for the following activities:

- Penalties or fines;
- Federal cost-share requirements for another funding opportunity;
- Costs associated with applicants potential liability under CERCLA 107;
- Cost of compliance with Federal law, except applicable cleanup;
- Unallowable costs under OMB Circulars A-21, A-87, or A-122; or
- Most administrative costs (see the Guide file for allowable administrative related costs).

For FY 2005, 291 awards were made for a total of $73.3 million for this program overall, of which 172 awards totaling $33.6 million were awarded for this component.

Within the FY 2005 awards, approximately 95 of the awards were made specifically to remediate petroleum Brownfield sites. See the Award file in the Files section for more details.

Eligibility:
Eligible entities for this component include:
- Units of local government;
- Land clearance authorities or other agencies acting as an agent of local government;
- Units of State Government;
- Consortia of local government;
- Redevelopment agencies; and
- Indian tribes.

Applicants that own or plan to purchase a contaminated site may be eligible for landowner liability protections and EPA brownfields funding under the provisions of the recently passed Brownfields Law. See P. 4-5 of the NOFA file for more information on brownfields funding for landowners.

Application Notes:
The application must be postmarked by 5:00 p.m. EDT on December 14, 2005.

Applicants should send the original proposal by US mail to the mailing address listed in the Contact section or through http://www.grants.gov. At the time of submission, applicants should also send a copy of the complete application to their Regional Brownfields Coordinator. A complete list of Regional Brownfields offices can be found in the Guide file in the Files section. Faxed proposals will not be accepted.

All materials must be printed on 8.5" x 11" letter paper, with 1" margins and 12-point font. Applications should not be bound. The page limit is 17 single-spaced and single-sided pages, including the cover letter but not including attachments.

Each proposal must include:

- Narrative proposal, which must include:
    - Cover letter (limit of 2 pages) – if applying for multiple assessment or cleanup grants, a separate cover letter should be submitted with each proposal; and
    - Project description (limit of 15 pages);
- Documentation of non-profit status, if applicable;
- Documentation of applicant eligibility if other than city, county, State, of tribe; and
- Letter from the State or tribal environment authority.

For full application instructions, see the NOFA attached in the Files section.

Contact/files
Mailing Address:
Don West
Environmental Management Support, Inc.
8601 Georgia Avenue, Suite 500
Silver Spring, MD 20910

Contact Notes:
Direct program questions to the appropriate Regional Brownfields Coordinator, a list of which can be found in the Guide file in the Files section.

Submit applications to mailing address provided or online at http://www.grants.gov. At the time of submission, a copy of the application should also be sent to the applicant's Regional Brownfields Coordinator. A list of office addresses can be found in the Guide file in the Files section of this module.

An additional program contact is Don West, who may be reached at (301) 589-5318. When using overnight mail, include Mr. West's phone number in the address.

File Notes:
Please see the NOFA for detailed program information. The Guide file contains appendices, listing all of the Regional Brownfields office contacts as well as additional information related to the program. The Award file contains the announcement of FY 2005 awards. The FAQ file contains a list of frequently asked questions and answers.

Previously Funded Application
Applicant: Baltimore Development Corporation

PFA Summary:
The purpose of the National Brownfields Program: Revolving Loan Fund Grants is to promote innovative and creative methods for brownfield revitalization developed through community-based efforts with strong public-private partnerships. The Revolving Loan Fund (RLF) allows entities to capitalize an RLF and provide subgrants with necessary funds to carry out cleanup activities at brownfield sites. Recipients may use the funds to make loans to for-profit organizations, and to provide subgrants to other eligible entities, including nonprofit organizations, for cleanups. The Baltimore Development Corporation requested and received $200,000 through this program. The awarded funds will go to assist in the transformation of formerly abandoned and vacant areas into viable and sustainable neighborhoods in the Baltimore Harbor and surrounding areas.

SCENARIO TWO

You discover this grant on January 15, 2006 and quickly verify that your community is a member in good-standing of the Yes! Program and you meet all minimum requirements. You are a new grant writer who is working on three on applications due before February 1st. However, the application is relatively simple. Further, your public works director has already informed you that the beautification project will cost $4500 for seating areas and signs in downtown. Your mayor is generally supportive of grants but the council will not be meeting for three weeks due to winter recess. However at the request of the mayor a special session can be invoked.

☐ Yes   ☐ No

Why? _____

_____

_____

eCivis Grant Selection Tool™

Answer the following questions to help determine which is the best grant for your project. If you cannot answer "yes" to all of the questions, continue your search and find another grant which is a better match for your project.

	Yes	No	N/A
Do you meet all eligibility guidelines?	☐	☐	☐
Do you meet all supplemental eligibility guidelines?	☐	☐	☐
Can you meet all pre-application requirements?	☐	☐	☐
Will the award amount fund your entire project?	☐	☐	☐
If no, will it fund part of your project?	☐	☐	☐
Do you have the required or optional cash match?			
Do you have the required in-kind match?			
Do you qualify for special considerations & priorities?	☐	☐	☐
targeted demographics	☐	☐	☐
previous history with granting agency	☐	☐	☐
specially designated area (e.g. Empowerment Zone, etc.)	☐	☐	☐
quality relationships with program officers or board members	☐	☐	☐
Can you prepare a quality application before the application is due?	☐	☐	☐
	☐	☐	☐
Is the application very complex?	☐	☐	☐
Do you have the time to complete the application properly?	☐	☐	☐
Have you researched the competitiveness of the grant program?	☐	☐	☐
Is your organization a typical recipient?	☐	☐	☐
If required, do you have commitments from partner organizations?	☐	☐	☐
Have you calculated the management/compliance reporting burden?	☐	☐	☐
Does the benefit of the grant outweigh the reporting requirements?	☐	☐	☐

<u>**NOFA Summary from eCivis Grants Detail Page**</u>
Grant Title: Texas Yes! Rural Beautification Program - FY 2006 Grant #: TX0575

Type of Grant: Texas
Multipart Grant: NO
Agency Name: TX Department of Agriculture
Office: Rural Economic Development Division (REDD)
Due Date: 02/15/2006
Solicitation Date: 11/04/2005

Summary:
The purpose of this program is to stimulate rural and economic development in Texas by assisting rural communities with implementing downtown beautification efforts. Communities that are initiating or continuing projects to enhance the appearance of their downtown areas may receive support for the following types of permanent aesthetic improvements:
- Planters;
- Benches;
- Decorative light poles;
- Decorative flags; and/or
- Decorative community welcome signs.

Projects are expected to be components of broader downtown beautification efforts and to engage local businesses and civic and/or youth groups in proposed activities. Priority will be assigned to applicants that represent communities with high average county poverty rates.

From Program Office:

- *The program officer verified that this one-time program is being offered for the first time in FY 2006.*
- *The program officer verified the matching requirements for this program.*
- *The program officer verified the funding availability and award range for this program. The program officer stated that the number of awards will depend on the funding requests of successful applications.*
- *According to the program officer, inquiries may also be directed to Lisa Annheiser or other program staff, toll-free at (877) 428-7848.*
- *The program officer encourages potential applicants to submit application materials as soon as possible to ensure that funds are available to support their funding requests.*

Financials

Match Required: Yes
Actual Funds: $100,000

Minimum Funds: $100,000
Maximum Funds: $100,000
Minimum Range Per Award: $1,000
Maximum Range Per Award: $5,000

Match Notes: Matching funds are required for this program. Applicants must provide a minimum 50% match in cash and/or in-kind contributions. Up to $2,500 of the total match may be in the form of in-kind support, including volunteer labor, landscaping materials, paint, and cleaning supplies.

The program officer verified the matching requirements for this program.

Funding Notes: A total of $100,000 is available to support awards ranging from $1,000 to $5,000.

Awarded funds will be distributed on a reimbursement basis to support projects that must be completed within 6 months of award.

The program officer verified the funding availability and award range for this program. The program officer stated that the number of awards will depend on the funding requests of successful applications.

Eligibility/application

Eligibility:
Eligible applicants for this program are city governments that are Texas Yes! members in good standing with the Texas Department of Agriculture.

Potential applicants must be physically located in rural Texas to apply.

Information on Texas Yes! membership and a Texas Yes! membership application form appear in the TexasYes file attached to the Files section.

Application Notes:
Applications will be accepted until program funds are exhausted or until February 15, 2006, whichever comes first. Funds will be awarded on a first-come, first-served basis.

The program officer encourages potential applicants to submit application materials as soon as possible to ensure that funds are available to support their funding requests.

Submit applications to the mailing address listed in the Contact section of this module.

Complete application submissions include a:

- Completed and signed Rural Beautification application;
- Copy of Texas Yes! License Agreement;
- Completed Rural Beautification score sheet;
- Proposed budget;
- Support letters from participating community organizations;
- Signed acknowledgement for the Texas Yes! Rural Beautification Program guidelines; and
- Signed resolution from participating communities.

Refer to the Application file attached to the Files section of this module for required application materials and additional guidelines.

Contact/files
Mailing Address:
Robert Wood, Assistant Commissioner for Rural Economic Development
Texas Department of Agriculture
1700 North Congress Avenue
11th Floor
Austin, TX 78701

Contact:
Robert Wood
Assistant Commissioner for Rural Economic Development
(512) 936-0273
finance@agr.state.tx.us

Contact Notes:
Questions regarding this program should be directed to Robert Wood at the indicated phone number or email address.
According to the program officer, inquiries may also be directed to Lisa Annheiser or other program staff, toll-free at (877) 428-7848.

Submit application materials to the mailing address indicated.

SCENARIO THREE

The library staff brings this grant to you and asks for your help in preparing an application. It's six months before the final application deadline and they have no one to write the grant. As a police officer you find it odd, but agree to learn more about the project before agreeing to write the grant. The new library will serve the south-side residents who currently have to drive more than 15 miles to get to the nearest facility and that is in another town. The library estimates that building a new small branch will cost $1.5m and house 5,000 volumes plus extensive web resources.   Through an active fundraising campaign, the library already has pledges for $300,000. You currently have three other grant applications in progress, but this is less than your normal five. If awarded, this would be the first library grant that your city has received. Plus, it would be the largest grant that your city has won.   Do you agree to write it?

☐ Yes   ☐ No

Why? _____

_____

_____

eCivis Grant Selection Tool™

Answer the following questions to help determine which is the best grant for your project. If you cannot answer "yes" to all of the questions, continue your search and find another grant which is a better match for your project.

	Yes	No	N/A
Do you meet all eligibility guidelines?	☐	☐	☐
Do you meet all supplemental eligibility guidelines?	☐	☐	☐
Can you meet all pre-application requirements?	☐	☐	☐
Will the award amount fund your entire project?	☐	☐	☐
If no, will it fund part of your project?	☐	☐	☐
Do you have the required or optional cash match?			
Do you have the required in-kind match?			
Do you qualify for special considerations & priorities?	☐	☐	☐
targeted demographics	☐	☐	☐
previous history with granting agency	☐	☐	☐
specially designated area (e.g. Empowerment Zone, etc.)	☐	☐	☐
quality relationships with program officers or board members	☐	☐	☐
Can you prepare a quality application before the application is due?	☐	☐	☐
	☐	☐	☐
Is the application very complex?	☐	☐	☐
Do you have the time to complete the application properly?	☐	☐	☐
Have you researched the competitiveness of the grant program?	☐	☐	☐
Is your organization a typical recipient?	☐	☐	☐
If required, do you have commitments from partner organizations?	☐	☐	☐
Have you calculated the management/compliance reporting burden?	☐	☐	☐
Does the benefit of the grant outweigh the reporting requirements?	☐	☐	☐

<u>**NOFA Summary from eCivis Grant Detail Page**</u>
Grant Title: Library Bond Act, Library Construction Grants - FY 2004 Grant #: CA0214

Type of Grant: California
Multipart Grant: No
Agency Name: CA Department of Education
Office: California State Library
Due Date: 01/16/2004
Solicitation Date: 10/19/2001

Summary:
The purpose of the program is to fund the construction of new public libraries within the State of California. The program will also support projects to expand existing facilities to increase their capacity and to renovate existing structures so that they become public libraries. The program was developed in response to a voter initiative, Proposition 14, passed in May 2000, "Library Bond Act of 2000.

The program will fund exactly 65 percent of any one construction project, up to a maximum of $20 million. The state share of the project must NOT be less than $50,000. The recipient must provide the remaining 35 percent of the project's costs. They will also be responsible for any indirect costs associated with the construction project. This local match must be in the form of cash-only. However, donated land may be used to to meet this matching requirement.

Publicly-owned libraries within the State of California are eligible. This program has three cycles. The deadlines are as follows:
- June 14, 2002;
- March 28, 2003; and
- January 16, 2004.

The program officer confirmed that this program has completed its third and final funding cycle in FY 2004. It is unlikely that any funding will be available for new applicants. However, new Library Bond Act Legislation will appear on the June 2006 ballot. The program officer stated that if approved, this program may be similar to the current program.

Financials:
Match Required: Yes
Actual Funds: $350,000,000

Minimum Funds: $350,000,000

Maximum Funds: $350,000,000

Match Notes: The recipient must provide 35 percent of the project's costs. Applicants will also be responsible for any indirect costs associated with the construction project. This local match must be in the form of cash.

Funding Notes: Requests for over $541 million were received. Award decisions for these applicants will be made on December 2, 2002. $350 million is the total amount of funding available for this program. The second cycle deadline is March 28, 2002. The third cycle deadline will be in January of 2004.

A total of 18 grants were awarded in cycle 1 for this program totaling $149,226,329 in funds. Awards ranged from $3,180,739 to $20,000,000.

A total of 16 grants were awarded in cycle 2 totaling $108,157,632 in funds. Awards ranged from $533,635 to $20,000,000.

A total of 12 grants were awarded in cycle 3 totaling $80,588,293 in funds. Awards ranged from $666,755 to $14,900,075.

Eligibility/application:
Eligibility:
Publicly-owned libraries within the State of California are eligible.

Application Notes:
Applicants should contact the program officer to inquire about developing a construction proposal. The officer will work with local libraries on developing a proposal and provide the necessary forms.

This program has three cycles. The deadlines are as follows:

- June 14, 2002
- March 28, 2003
- January 16, 2004

Contact:
Richard Hall
Library Bond Act Manager
(916) 445-9604
rhall@library.ca.gov

Exercise

10 Questions for the Program Officer

These are 10 questions you will typically ask a program officer.

1. _____

_____

_____

2. _____

_____

_____

3. _____

_____

_____

4. _____

_____

_____

5. _____

_____

_____

6. _____

_____

_____

7. _____

_____

_____

8. _____

_____

_____

9. _____

_____

_____

10. _____

_____

_____

NOTES

eCivis

Grants Professional Training
EVALUATION

Location: _____ Date: _____

**To assist us in maintaining the highest possible standards,
please take a moment to answer the items below.**

Contact Information Optional	Name:	
	Title:	
	Organization:	
	Address:	
	City / State / Zip:	
	Telephone:	
	Email address:	

1. MY OVERALL RATING OF THIS TRAINING: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

2. Please select areas for improvement in eCivis' Grants Professional Training:

   ☐ Overall content ☐ Overall experience ☐ Presenter's delivery ☐ Training Materials

   Specific comments:

   _____

   _____

   _____

3. Would you recommend a future training to a colleague? If yes, please provide contact information.

   ☐ Yes   Name: _____ Title & Organization: _____

   Email: _____ Phone: _____

   ☐ No   Reason? _____

4. Are there other areas that you would like to receive further training?

   ☐ State-specific: _____   ☐ Grant Policies and Procedures

   ☐ Agency-specific: _____   ☐ Contract and Procurement Compliance

   ☐ Program-specific: _____   ☐ Other: _____

   ☐ Developing an Effective Grant Organization

   eCivis Grants Professional Series:

   ☐ Fundamentals of Grants ☐ Grant Writing ☐ Grants Management ☐ Grants Compliance

5. Would you prefer to know more about other products and services provided by eCivis? ☐ Yes ☐ No

   If YES, please check the appropriate box of interest:

   TECHNOLOGY: ☐ Grants Locator   ☐ Grants Management

   PROFESSIONAL DEVELOPMENT: ☐ Onsite Training

   Is there any other services/products you would like eCivis to offer? _____

Please turn over

Please take a moment to rate your personal training experience with eCivis.

❖ What do you feel was your % of knowledge about today's course topic before this seminar?

❑ 0-20%   ❑ 21-40%   ❑ 41-60%   ❑ 61-80%   ❑ 81-100%

❖ What do you feel is your % of knowledge about today's course topic after having attended this seminar?

❑ 0-20%   ❑ 21-40%   ❑ 41-60%   ❑ 61-80%   ❑ 81-100%

Rate your opinion as 3 = Agree / 2 = Neutral / 1 = Disagree / NA = No Applicable

3	2	1	NA	
				❖ This training was relevant to what I do on the job.
				❖ I was able to master the training objectives.
				❖ The training was interesting.
				❖ The training gave me practical information to meet my training needs.
				❖ The practice sessions & activities were useful.
				❖ The facilitator helped make the learning process easier.
				❖ The quality of the materials (resources, handouts, etc.) helped me in my learning.
				❖ The training was well organized.
				❖ Overall the training met my expectations.
				❖ My overall experience with eCivis has exceeded my expectations.

Other Comments:

On behalf of the entire team at eCivis, thank you for your participation and comments. Your opinion is very important to us. We look forward to seeing you again soon. Here's to your continued success!

*Please check box if you would NOT like to have your evaluation used for marketing purposes. ☐