



NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE

Tips for A Strong Application

Governor's Crime Commission

September 21, 2022

Application Submission

- »» Becoming familiar with required application components

Application Submission

- ▶ It is imperative to become familiar with the application components and requirements of the funding source
- ▶ **Required attachments must be included in the application at the time of submission**
Projects missing required documentation **will not** move forward
- ▶ Applications for grant funding are scored by the appropriate Committee

GCC Application Character Limits

| Application Section | Character Limits |
|--------------------------------|------------------|
| Project Abstract (The Problem) | 2500 |
| Project Narrative Summary | 2000 |
| Timeline of Activities | 2500 |
| Partners/Collaboration | 2000 |
| Personnel and Contractual | 2000 |
| Travel Budget | 1500 |

- Read the RFA prior to beginning the grant application
- Start in a Word document, not in GEMS

GCC Application Components

PROJ015150
test2021

Project Overview

Project Setup

Implementing Agency

General Information

Abstract & Narrative

Qualifying Information

Goals

Objectives

Indirect Costs

First Year Budget

Budget Summary

Job Information

Certification

Attachments

Abstract & Narrative

Project Abstract (The Problem): Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem. Include local statistics to substantiate the need. (Max 1500 characters) *

Personnel & Contractual Positions: Provide an overview as to the purpose and function positions listed in the personnel and contractual categories in the budget detail contribute to the success of the project. Please note specific job duties for the positions are provided within the budget detail. Focus on the project – do not give agency history, do not repeat the abstract. (Max 2000 characters) *

Travel Budget: Please describe the purpose and benefit of travel items listed in the detail budget. Explain the types of travel to occur during the project period, such as the type of conference, training or meetings to be held for which travel is requested. Each travel item should be justified and explanation provided in this section. Training registrations should be listed under the travel category. (Max 2000 characters) *

Supplies/Operating Budget: Provide an explanation as to the purpose items (office supplies, field supplies, printing, postage, computer software, office rent, cell phone, utilities) listed in the supply category in the budget detail contribute the success of the project. If your budget includes a general office supply line item, please upload an attachment listing each item to be purchased within the line item. Food Beverages are unallowable expenses of the Office of Justice Programs as of October, 21, 2011. (Max 2000 characters) *

GCC Application Components

- ▶ **Project Abstract:** Briefly describe project's purpose, identify target population, and discuss program components which address the identified problem.
Include local statistics to substantiate the need.
- ▶ **Project Narrative:** Include a description of how grant funded positions are integral to the project and how contractual, travel, operating, and equipment expenses will support the project.
This should also discuss how you will collaborate with other agencies and not repeat the abstract.

GCC Application Components

- ▶ **Project Timeline of Activities:** Provide a timeline for the implementation of the project.

Be mindful of the project period of performance.

- ▶ **Project Collaboration:** Identify the partners with whom you will collaborate and briefly describe how the collaboration will occur.

Current MOU are required and should be uploaded to the grant application as an attachment.

GCC Application Components

- ▶ **Personnel & Contractual Positions:** Provide an overview of the purpose and function of the positions listed in the budget detail.

Describe the job tasks specific to the positions budgeted in the project.

- ▶ **Budget:** Provide an explanation as to how items listed in the budget detail contribute to the success of the project.

Be sure that budget requests are reasonable and that all budgeted expenses are allowable by the funding source.

Project Goals and Objectives

Goals are broad statements of a program's purpose that describes the expected long-term effects of a program

Objectives are statements that describe the results to be achieved and help monitor progress towards **program goals**.

To make sure your objectives are clear and reachable, each one should be:

| | |
|----------|------------|
| S | PECIFIC |
| M | EASUREABLE |
| A | CHIEVABLE |
| R | EALISTIC |
| T | IME-BOUND |

Project Sustainability Plan

- ▶ How will this project access local resources, involve the community and engage decision makers to continue this program to address the problem outlined in the abstract?
- ▶ How will this project develop or improve what may already be available, and how will you use this grant to develop existing resources to continue this project after the grant funding ends?
- ▶ Is there another source of funding? What are you doing to access other non-GCC funding?

Funding is scarce and competition is fierce

Prepare early so that you have time to
write a **STRONG** application!

Review the Guidelines

- ▶ Create a plan based on the requirements of the specific **funding priority** and **funding source**
- ▶ Develop a specific and actionable plan for what you want your project to do
- ▶ How will your plan achieve positive results? What are your expected outcomes?

Use the RFA as a Guide

- ▶ Read the Request for Applications (RFA) thoroughly
- ▶ If you are applying for funding from more than one source, be familiar with requirements, allowable costs
VOCA requirements differ from CJA requirements
- ▶ Application attachments are required at the time of submission
Applications without required documentation will not move forward in the application process
- ▶ Refer to the GCC website for templates and sample forms

Project Abstract

Craft a Needs Statement

- ▶ Identify the context and scope of the problem
- ▶ Specify why this problem is an issue to the geographical area
- ▶ Provide logical solutions to the problem
- ▶ Focus on the needs of the people and the community

Establish the specific problem that your program will address

Explain how the program will match the specific interests of the program priority

Be specific and include data, statistics, and other info



Needs Statement

Project Narrative Summary

Describe the impact on population

- ▶ Identify your target population and disaggregate data where necessary
Is a focus of your project historically underserved or culturally specific populations?
- ▶ Provide clear statistics to support the problem
How many people do you expect to serve based on the scope of the problem and geographical service area?

Provide detailed information on how your project impacts the targeted population and addresses the identified needs

Language is Important

- ▶ Use strong and effective language – avoid acronyms!
Reviewers should not have to guess what you mean
- ▶ Be consistent with use of job titles, volunteer positions, and activity descriptions
- ▶ Ensure that the narrative, goals, objectives, and budget align

Include Data Wherever Possible

- ▶ Use numbers, percentages, and ratios to strengthen your proposal
- ▶ Use well-documented data from public databases, surveys, and internal or local/statewide/national research
- ▶ Data should define the problem that your project seeks to address

Collaboration and Partnerships

Partnerships are meaningful and create a collective impact while leveraging resources

- ▶ Highlight how you intend to build new or engage current partners
- ▶ Describe how partners will contribute to the overall goal of the project
- ▶ Request letters of support or MOA/MOU **early** in the application process

Effective Use of Technology

Due to the uncertainty of COVID-19 related precautions, the GCC encourages effective and responsible uses of technology to provide services if possible

- ▶ Consider how your project will perform activities if unexpected circumstances arise
- ▶ Protect all personally identifiable information
- ▶ Maintain strong data breach policies that align with Federal requirements

Finally...

- ▶ Collaboration – not competition!
- ▶ Make sure all attached policies and documents are recent and up to date
- ▶ Educate your staff through free opportunities for effective grant writing and management through local libraries and virtual resources

Completing the Application

Applications are due at **11:59 PM on January 31, 2022**

Do not wait until the last minute to begin or submit your application for funding...

Ask GCC staff for help!

Questions?

Stay connected with GCC staff for any pre- and post-award questions or concerns. Contact our main line and request a member of the appropriate team:

(919)733-4564

- ▶ Crime Victim Services (VOCA, VAWA STOP)
- ▶ Criminal Justice Improvements (Byrne-JAG)
- ▶ Juvenile Justice (CJA, JJ)
- ▶ Grants Management (post-award only)