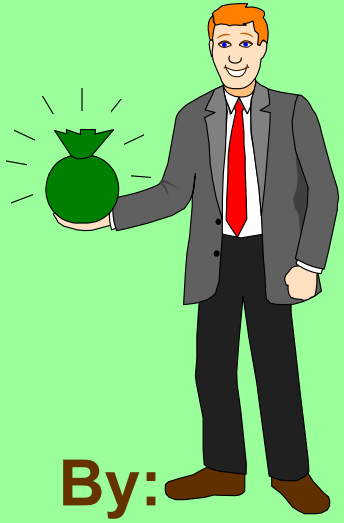
Getting Funded!



By:

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Secure Care Coordinator

ADE-ESS

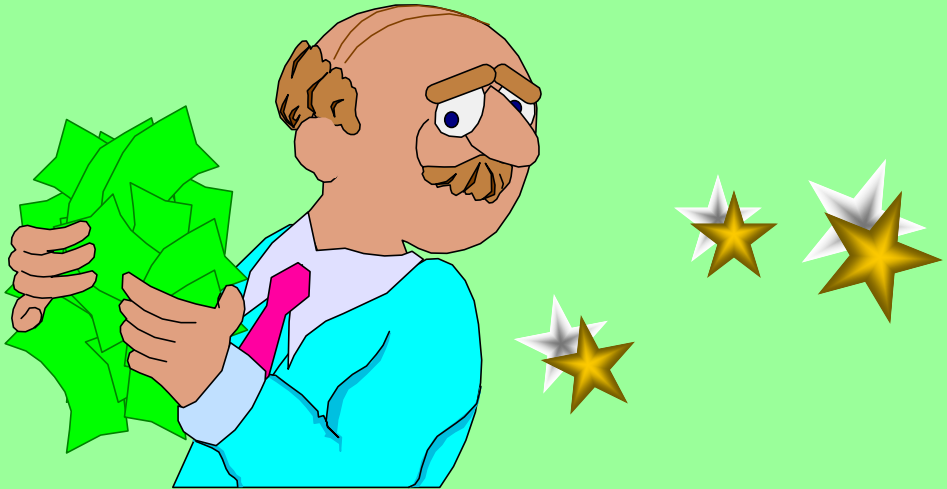
- Assessing Your Capability
- Developing the Idea
- Writing the Proposal
- Statement of Need
- The Procedures
- Evaluation

Assessing Your Capability

- Does your organization have a strategic plan? (direction and organizational planning)
- Assessment of capability for responding to RFPs?
  - Decreasing government funds and increase in competition for funds
  - Funding sources (ADE-ESS Secure Care Unit) must identify priorities
  - Focus on maximizing success for achieving desired outcomes
  - Pre-planning/research based practices translate into the RFP

ADE-ESS Secure Care

- Annual budget of $400,000.00 to support secure facilities statewide (48 presently), through competitive grant process to fund innovative promising practices to assist students with disabilities in becoming successful in the community, and reduce recidivism.
- If we don’t use it, we may lose it!



Developing the Idea

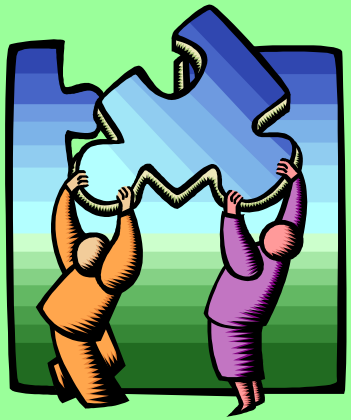
- Conduct a through analysis of the idea.
- Do your homework...what are some research-based practices that could be implemented in your program.
- Assess your facility needs and prioritize which is the most critical that would fit into the framework of the RFP.
- What resources (human, time, or other) are required to implement/administrate the grant, if funded.

Factors to Consider in Analyzing Need for A Particular Project

- What specific needs are addressed, and by whom?
- Why should these particular needs and this population receive attention at this time?
- Will the problem be solvable?
- Is the need a top priority in your strategic plan?
- Is the need seen as especially important by groups or organizations whose support and involvement is critical to the success of the project?
- What constraints or difficulties should be anticipated in meeting the need?

End Products of this Process

- A clear-cut statement of the problem(s) that the project will address.
- A good description of the population(s) to be served by the project.
- A list of factors which include why the idea should receive funding.
- An understanding of previous literature, research, or work that addressed this same problem and knowledge of whether the specific project idea has been tried in a different context.
- An identification of additional data on the need that should be proposed for collection during the operation of the project.



Writing the Proposal

Most significant factor in the approval of the RFP

- Characteristics of a good proposal include:
  - Well-written (clear, concise, readable, and absence of jargon)
  - You've done your homework and found research that supports your idea.
  - The project is relevant to the funding source.
  - The purpose of the project is really important and will address a critical need.
  - You have found an effective and feasible plan to approach solving the problem.
  - Something tangible can be anticipated at the end of the project that justified the resources requested.
  - The project staff and it's organization have the capability, credibility and experience needed to make the project succeed.

Specific Techniques

- **In addition to the proposals**
  - content
  - organization
  - readability
  - effectiveness
  - it should include <u>all the information requested by the funding source are also important.</u>

FYI

Do's

- DO
  - Read all forms and instructions provided by the funding source and follow them carefully.
  - Maintain a balance between conciseness and sufficient detail to effectively explain the project
  - Make certain the grant readers (ADE) are guided to the most important parts of the proposal.
  - Avoid jargon of the facility so the reader is understands what you intend to communicate.
  - Make certain the proposal flows logically from one section to another, telling a story about what needs to be done, why and how.
  - Avoid acronyms and abbreviations.
  - Have someone edit for poor grammar, spelling, and other typos.

Don’t

- DON’T:
  - Mask the important points by inserting “fluff”
  - Provide drawings, charts, or statistical tables unless required by the RFP - put them in the appendix if necessary.
  - Use citations to previous research without indicating how they apply to your idea.
  - Be intimidated by the apparent lack of logic in the application forms.
  - Be concerned with using ‘in’ phrases or terminology.
  - Make commitments or propose approaches in the proposal that you have no means to implement.

Major Components of a Proposal - Timetable

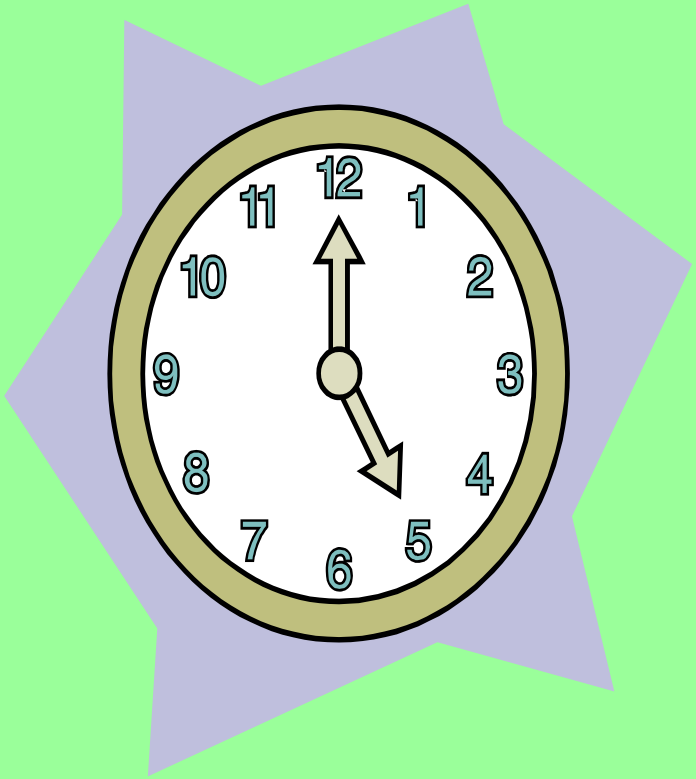
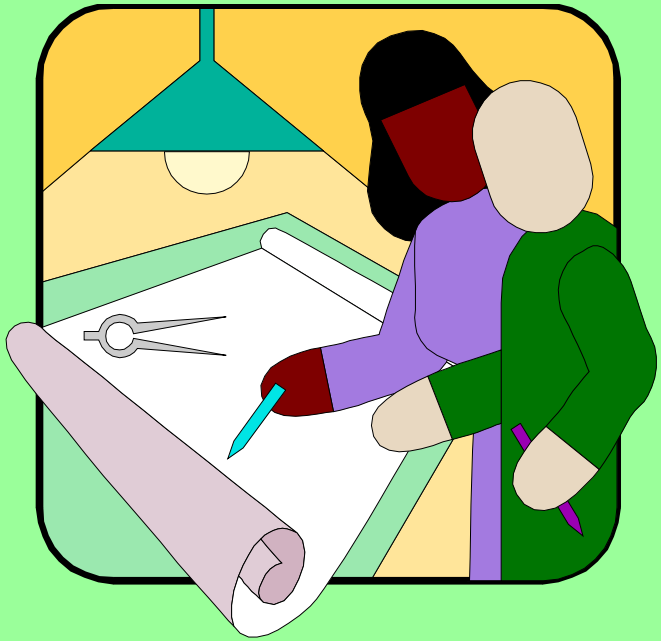


Table 2

- **Timetable for a proposal should begin a year in advance of when the project is expected to begin, so it helps to think ahead and be prepared when the RFP is released.**

A Detailed Work or Action Plan

- It is important to develop a detailed work/action plan specifying what steps need to be completed, their sequence, who will do them, and the person(s) responsible.



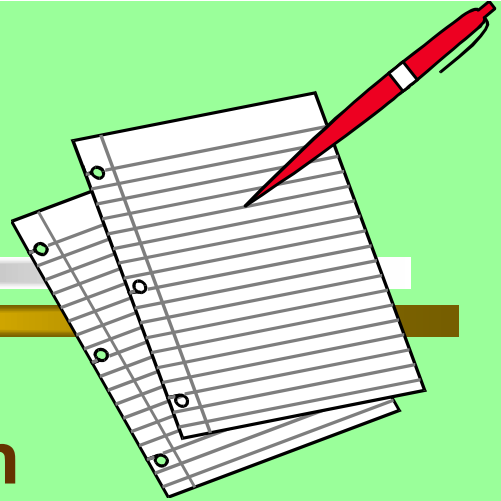
Statement of Need

- **Purpose of the statement of need:**
  - A through understanding of the issues that the project is attempting to explore and resolve.
  - The relationship of the proposed problem and its proposed solution to the interests and capability of you and your organization.
  - A critical analysis of the literature and how this project will fill a significant gap.
  - The innovativeness of the effort.
  - The potential generalizability and contribution of the project to the resolution of the problem in your facility and others across the state.

Keep in Mind...

- Demonstrate the specific problem or need you are addressing is of special importance, including sufficient statistical data to substantiate the need, and predict (with confidence) the project's outcomes.
- Emphasize why this specific need is unique or important. Will it help you comply with a legislative mandate? Will it assist the community at large (reduce costs to taxpayers, crime, etc…)
- Establish confidence in the reader of your expertise in the field and knowledge of the field.
- The needs identified must be consistent with the project objectives and procedures.
- Read the application carefully to see how the funding source wants you to demonstrate familiarity with related research or work.

Procedures



- AKA Plan of Action or Approach
- Tells **HOW** the project will be carried out and the rationale for the majority of the budget.
- It must convince the funding source that you really know how to achieve the outcomes and solve the problems outlined in your proposal.

Some Important Guidelines

- **Commonly found problems:**

  1. Procedures do not match the outcomes.
  2. The proposal does not actually include procedures or a plan of action.
  3. The procedures do not match the objectives.
  4. The procedures have no sound rationale.
  5. The procedures are not demonstrated to be feasible.

*See Procedures Handout

Evaluation

- **"Evaluation is the determination of the worth of a thing. It includes obtaining information for use in judging the worth of a program, product, procedure, or objective, and the potential utility of alternative approaches to designed to attain specific objectives"**
  - Worthen and Sanders (1973)

Evaluation - Things to Note

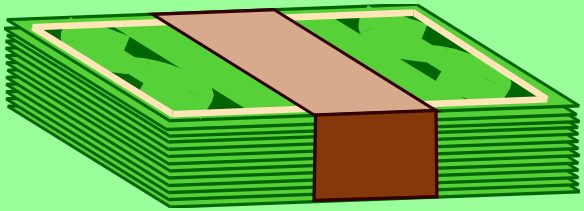
- It is important that, during the project's operation, the staff have some way of determining whether materials and processes are effective.
- It is important that the project be able to demonstrate whether or not it achieved its desired outcomes.

Evaluation in A Proposal

- STEP 1: Identify what is going to be evaluated.
- STEP 2: Describe what information will be needed.
- STEP 3: Describe where the information will be obtained.
- STEP 4: What instruments will be used to get the information?
- STEP 5: Describe the intended analysis.
- STEP 6: Describe the intended reporting and utilization.
- STEP 7: Putting it all together.
  - SEE CHECKLIST

How We Score

- Based on the grant application, points are allocated to the questions for a total of 30 points.
- Grants are scored individually by 3-4 grant readers (who are not familiar with secure care or your needs).
- The scores are totaled and averaged to come up with one score.
- A cut-off score is established and grants above that score are funded.
- WRITE TO THE QUESTIONS WITH HEADINGS. DON'T MAKE THE READER HUNT FOR THE INFORMATION!

A Word to Beginners

- Experience only comes from trying.
- The time and effort invested in preparing a proposal is really never lost, it can be recycled for another RFP or next year.
- Efforts can be initiated to join in a collaborative venture with another group. By joining enthusiasm and experience, the grant is often very successful.