Looking for Grant Opportunities Tip Sheet

Jennifer Craft Morgan, PhD
Jmorgan39@gsu.edu

- Project focus
    - What is the main purpose of the grant project you want to get? There are multiple categories of aims and they, in part, determine where you should look. These categories include research, pilot projects, demonstration projects, business partnerships, etc.
    - What's unique about your project? Are there special populations you intend to serve? Developing these key words will help you find targeted opportunities (e.g. older adults, LGBTQ, chronic disease, race/ethnic groups, communities, nursing homes, veterans)
    - Size of project and length of time required to complete it
    - Eligibility – most grants go to organizations not people; understanding what your organization is (e.g. 501c3, educational institution, for-profit) and if you are not affiliated with an organization, where could you find a partner?

- Foundations
    - For broad level searches www.foundationcenter.org is a good starting point. The site provides connections to individual foundation websites
    - Google searches that include your special focus and your main purpose (e.g. pilot projects, Atlanta, & chronic disease) will likely be fruitful.
    - A word of caution not all of these sites are free to access. For example, some directories may require a monthly or yearly subscription (you don't have to pay to access grant opportunities directly).
    - For resources on workshops, seminars, publications, and other resources check out The Grantsmanship Center at www.tgci.com
    - When you find a foundation you think fits your potential project, sign up for alerts for new grants so you can see what kind of grants they tend to fund and whether your project could be tweaked to fit their new call for proposals.

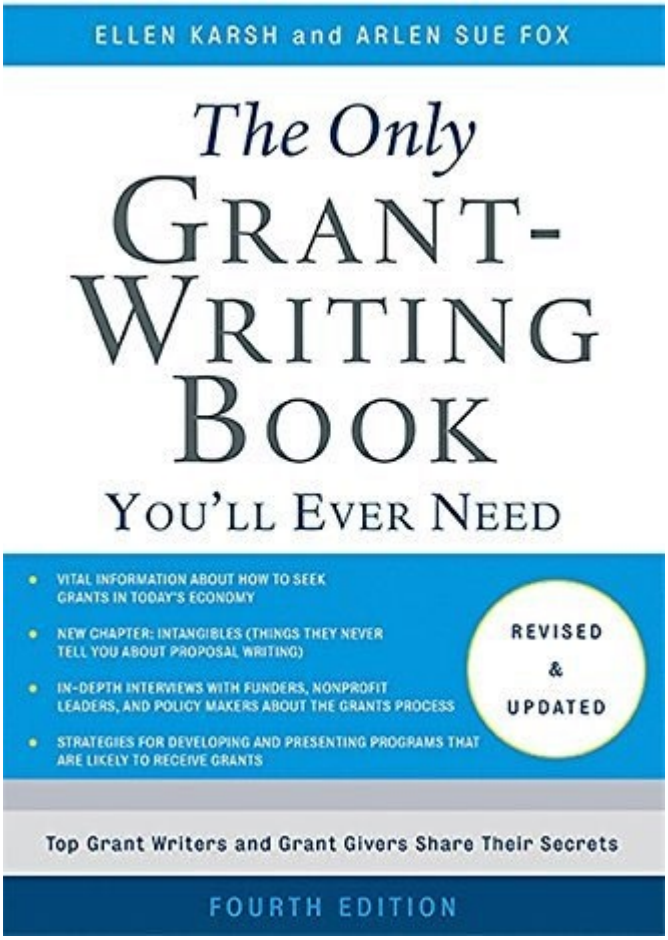
- State and Local Sources
    - Some states and localities have e-grant and grant alert systems that send subscribers alerts on broad level categories
    - Each State has their own list of resources. In the case of each state go to the .gov website for your state and try keyword searches such as "funding announcements," "grant applications," or "funding opportunities."

- Federal Websites
    - Grants.gov is a centralized grate site for the government at the federal level (http://www.grants.gov) and registration is required
    - Programs of individual federal agencies are likely to change and are worth revisiting periodically for updates
    - Examples of federal agencies: National Science Foundation, National Endowment for the Humanities, National Endowment for the Arts, National Archives and Records Administration, Institute of Museum and Library Services, Department of Labor, Department of Justice, Department of Interior, Department of Housing and Urban Development, Department of Homeland Security, Department of Health and

Human Services, Environmental Protection Agency, Department of Energy, Department of Education, Department of Commerce, and Department of Agriculture.

- Emergency Funding
    - For research projects focusing on disaster relief as a governmental or local education agency, a developmental corporation, or nonprofit involved in disaster relief.
    - A good starting point is to log on to the www.fema.gov/grants

For more information see:



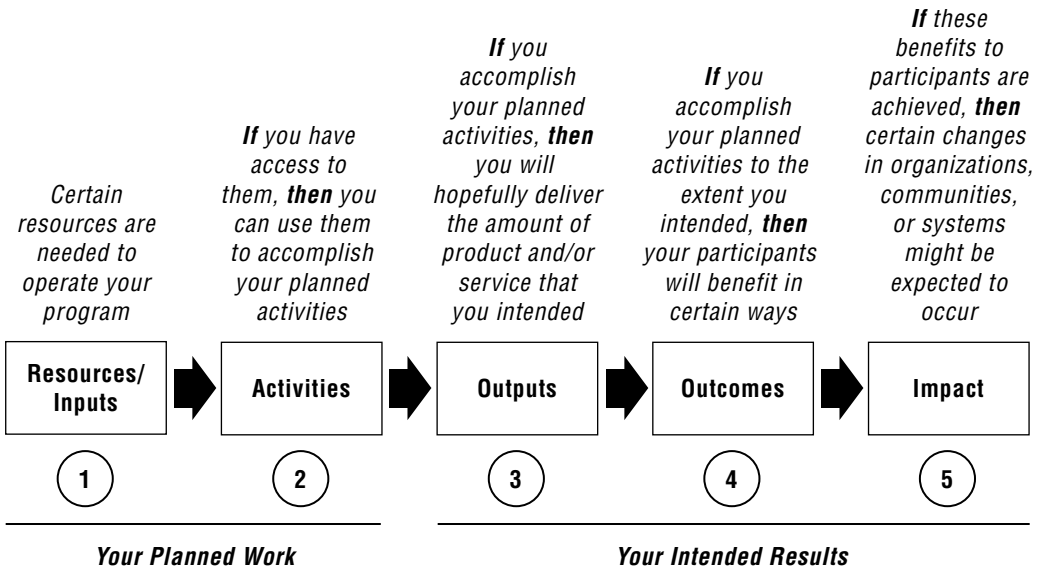


Figure 2. How to Read a Logic Model.

Sample Factors influencing the trip:

- *Family members' school and work schedules*
- *The holidays*
- *Winter weather*
- *Frequent Flier availability*

Sample Activities:

- *Creating/checking family schedules*
- *Gathering holiday flight and FF information*
- *Getting airport transportation*
- *Notifying Iowa relatives*

The *WHY*: Logic Model Purpose and Practical Application

The purpose of a logic model is to provide stakeholders with a road map describing the sequence of related events connecting the need for the planned program with the program's desired results. Mapping a proposed program helps you visualize and understand how human and financial investments can contribute to achieving your intended program goals and can lead to program improvements.

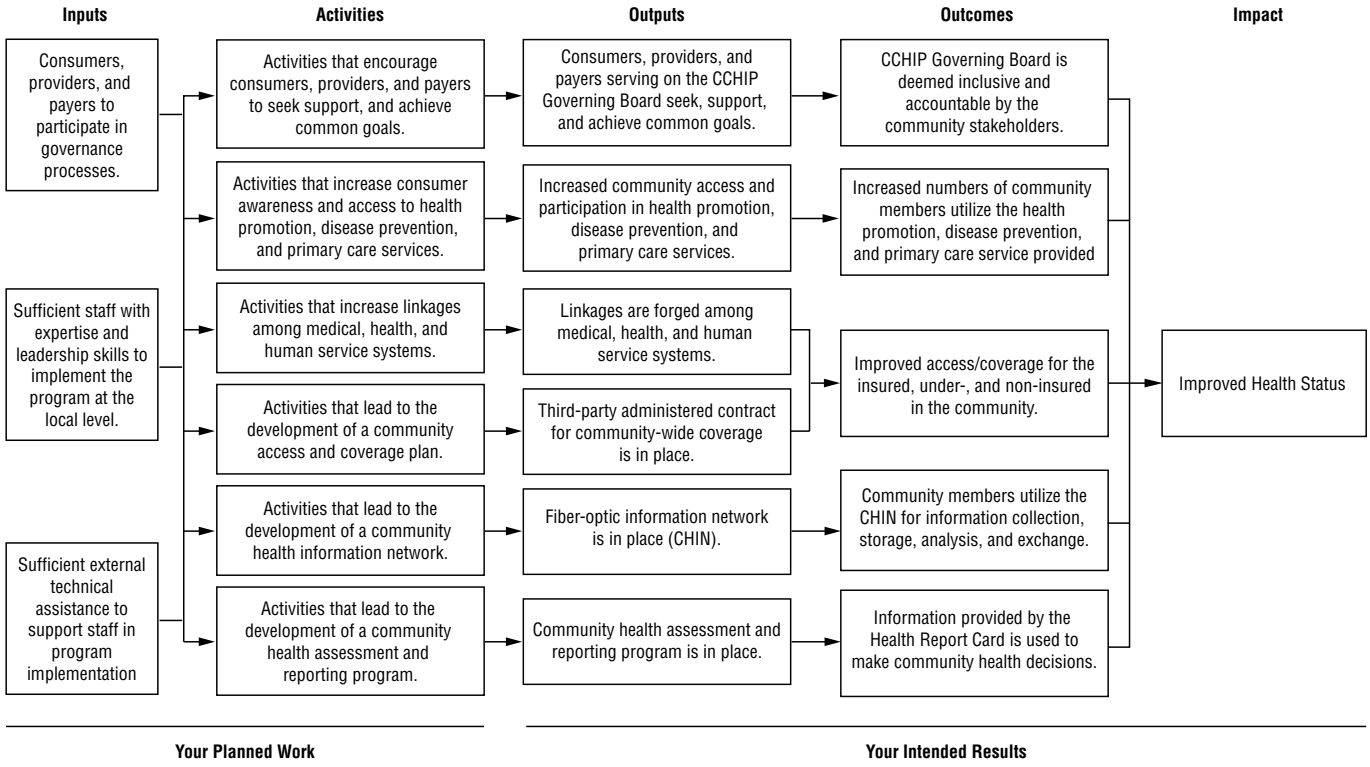
A logic model brings program concepts and dreams to life. It lets stakeholders try an idea on for size and apply theories to a model or picture of how the program would function. The following example shows how the logic model approach works. (If you are familiar with logic models, you may wish to skip ahead to the section entitled "Why Use A Logic Model?")

An Example:

We are proposing an inexpensive family trip from Charleston, South Carolina, to Des Moines, Iowa, to visit relatives during December school holidays. The seasonal trip we dream of taking from Charleston to Des Moines is the "program." Basic assumptions about our trip "program" are:

- We want to visit relatives between 12/10/00 and 1/5/01 while the children are out of school.
- We will fly from South Carolina to Iowa because it takes less time than driving and because frequent flier (FF) miles are available.
- Using frequent flier miles will reduce travel costs.

We have to determine the factors influencing our trip, including necessary resources, such as, the number of family members, scheduled vacation time, the number of frequent flier miles we have, round trip air reservations for each family member, and transportation to and from our home to the airport. The activities necessary to make this happen are the creation of our own family holiday schedule, securing our Iowa relative's schedule, garnering air line information and reservations and planning for transportation to and from the airport.



Example of an Outcome Approach model (example drawn from the Calhoun County Health Improvement Program, funded under the Comprehensive Community Health Models of Michigan initiative).

Not only will a logic model clarify each element of your program, it will enable you to respond to the question: "To what do I want to be held accountable?".

The Evaluation Forum (1999)

Using the Activities Approach Models to Track Outcomes

The activities approach logic model also connects program resources and activities to desired results but does so in very great detail. Each outcome is usually dealt with separately by the activities and events that must take place to keep the program on track. The model emphasizing "Your Planned Work" can be used as a work plan or management tool for program components and in conjunction with other models.

Notice how it points out what program activities need to be monitored and what kind of measurements might indicate progress toward results. Below is one model describing the connections between project tasks and outcome achievement for the community coverage strand from the outcome approach example provided earlier.

Figure 2: Program Logic Model - Building Resources for Delivering Person-Centered Care in Georgia Nursing Homes

Inputs

Project Staff

Training sites

Trainees

Funding (civil monetary penalties)

Partner Teams or Coalitions of Stakeholders (CCNG, GHCA, GSU, LTC ombudsman, surveyors, CNAs, administrators, nursing leadership, residents, families)

Stakeholder Support (Alzheimer's Assocation-Georgia, Alliant Quality – QIO, LeadingAge, GARD)

Key Program Parameters

Selected Program Parameters

Information gathered from focus group needs assessment for culture change and training needs for nursing home (NH) staff and residents and informal care partners

Statewide survey of NHs to assess culture change awareness/facilitators and barriers to person-centered care

Continuing education modules provided to direct care workers and auxiliary workers in NHs

Continuing education modules provided to management staff in NHs

Continuing education modules provided to residents and informal care partners in NHs

In-person awareness/training at GHCA events, and other related conferences/events

Scholarships for NH staff to attend events with educational offerings on culture-change and person-centered care related content

Program Context Variables

- Education and training site partners
- Size and diversity of workforce
- Rural/Urban context
- Availability of internet across geographical area
- Strength of coalition partners and capacity to engage
- Case mix
- # and % of residents with dementia
- Prior training – culture change and person-centered dementia care

Outputs

Participants

- # of trainees or % of completers
  - # DCW or auxiliary worker trainees
  - # management or supervisory trainees
  - # of resident/family training participants
  - # of NHs using modules

Training programs

- Total # of modules produced
- # of presentations, exhibitions and events to raise awareness
- # of scholarship participants to complete conference-based training
- Facilitator materials
- Participant handouts and resources
- Activities, Exams, Competence assessments

State-Level

% of NHs using modules
% change in # of NHs engaged in culture change
# or % of stakeholder groups engaged in the coalition/planning body
# or % employers engaged recruitment, retention and or training efforts to support culture change

Outcomes

Participating Trainees

- Culture change awareness
- Improved knowledge (e.g., culture change, person-centered care, dementia)
- Career self-efficacy
- Improved retention
- Improved recruitment
- Career growth potential at employer

Organizations

- Improved ability to meet person-centered care regulations
- Improved care for residents
- Improved resident quality of life
- Improved team work and communication
- Increased competencies

State

- Higher workforce capacity for team care/ person-centered care
- Higher % of NHs working on culture change to support person-centered care

Long-Term Outcomes

Program-level Impact

- Improved quality of life for residents
- Increased quality of QAPI plans; increased engagement of residents and informal care partners
- Improvements to key Nursing Home Quality metrics
- Increase the level of education and competencies of DCWs, auxiliary staff, management, residents and families
- Better prepared workforce; better equipped care teams within LTC
- Improved quality of care of Georgia nursing home residents

External Influences: Participant characteristics, policy, program and community resource environments

Writing grant budgets/budget justifications

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Jmorgan39@gsu.edu

- Depends greatly on the funder:
    - Follow rules as laid out
    - Make sure you understand categories (e.g. supplies vs. equipment purchases)
    - Personnel/Fringe formulas
- Be specific!
    - Even if you don't know exactly, it is better to guess in great detail than to be vague
    - Make sure you double check your budget justification vs. allowable items (again funder specific rules; some things are to be covered by indirect/overhead costs rather than direct costs)
    - Make sure the reader has a good idea what everyone is actually doing on the grant (good for you later too if you are funded)
- Know the conventions
    - Different grant giving agencies have different conventions about roles and how much of an individual's salary should or should not be covered by the grant
    - In general, private foundations what higher proportions of PI time
    - In general, federal sources assume that PIs are faculty or funded roles that don't need to be entirely bought out
    - Make sure you show cost share if it is required for the grant (don't if it is not!)
- Know the university/agency (grantee) rules too
    - Indirect rates are negotiated between institutions and federal agencies
    - Private foundations have set indirect rates (much lower than federal agencies)
    - The way money is apportioned within your institution is important to somebody; make sure you know the implications for the grant itself
    - Some things (like tuition) are not part of the indirect calculation; be sure to know the rules
    - Most universities and other non-profit organizations have rules about how much time can be "bought out" by grants; make sure you have worked out the workload negotiations for staff prior to finalizing budget
- Use the budget and budget justification to strengthen your proposal
    - Make sure what you say here doesn't contradict the narrative
    - Add details here to work/task assignment as appropriate especially if it wasn't addressed in the narrative
    - Make sure it is clear that you have a very specific idea of what your expenses/needs will be (most likely revisions can be made later)