Sources and Tips for Grant Identification and Writing
Funding Sources

- Do the research
- Competitive vs. non-competitive
- Foundations
- Government agencies
  - Local
  - State
  - Federal
Identifying An Appropriate Request for Proposal (RFP)

- Criteria for review/selection:
  - Abstract/Program
    - Tobacco initiatives
    - Youth-based activities
    - Community-based programs
  - Eligibility
    - Who’s eligible to apply for funds
      - Local, state, or community-based organization, or multi-agency/organization
      - Partnering opportunities (strong proposal)
- Deadlines
  - Submission

- Funding
  - How much for how long
  - Is it worth it?
Application Process

1. Once you identify an appropriate RFP, request an application
2. After careful review of the application (note questions your have during this step) it’s important to make contact with the sponsoring agency
3. If previously funded RFP, request copies of a proposal that received funding.
4. Visit the sponsoring agency representative – let them get to know you – trust/respect important
Beginning the Writing Process

1. Create a proposal outline that matches the application.
2. Follow directions
3. Respond to each question according to specific directions
4. Often a section will request multiple pieces of information (multi-step), be sure to incorporate these into the outline
Sections of an RFP Application

- Problem to be Addressed (20 points)
  - They want to know that you have researched the problem and can prove the need based on facts and statistics (real data).
    - How many people will it benefit
Goals and Objectives (20 points)
  – Clearly stated – match goals and objectives mentioned in the RFP

Project Design (25 points)
  – Goals, objectives, activities
  – Evaluation

Management and Organizational Capability (25 points)
  – Outline staff involved
  – Include who, what, how much time, experience
Organization Capability Statement

- DOH, local departments of health may have

- Who you are, mission, where you’re located (facilities), how you’re organized, staff expertise overview, previously funded projects.
Budget (10 points)
Common Reasons Funding Proposals are Denied

1. The proposed program does not meet the sponsor’s priorities
2. Proposal does not adhere to the sponsor’s instructions
3. Application was received after the deadline
4. Sponsor isn’t familiar with your program and community
5. Proposal is poorly written and difficult to comprehend—not organized according to application directions
6. Budget request is outside the sponsor’s award range
7. Proposed project doesn’t seem critical—and it’s impact is small
8. Objectives and plan of action exceed the budget and timelines for implementation