Grant Writing 101

ARP Support for Survivors of Domestic Violence and Sexual Assault from Culturally Specific Populations Grant Program (ARP Support for Survivors Program)

Updated 12/5/2022
Nyob Zoo. स्वागत. Talofa lava. Welcome.

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Agenda

- About API-GBV
- About the ARP Support for Survivors Program
- Grant Writing 101
- Q&A with ARP Support for Survivors Team
- Materials and Links, Key Dates
About the Asian Pacific Institute on Gender-Based Violence (API-GBV)

Our mission is to disrupt gender-based violence, which causes physical, sexual, emotional, spiritual, and economic harm within AAPI communities throughout the U.S. and territories.
We work together with and within our community to...

**Uplift** the voices and experiences of the AAPI communities impacted by violence

**Build** capacity through training and technical support for organizations who serve our communities

**Engage** allied communities and systems to create shifts in gendered cultural norms and address injustices

**Educate** our communities to mobilize them to prevent gender-based violence

**Advocate** for policies and practices that ensure access to essential rights and services
Asians and Pacific Islanders

CENTRAL ASIA
Regions: Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Mongolia, Tajikistan, Turkmenistan, Uzbekistan
Languages: Arabic, Dari, Kazakh, Mongolian, Pashto, Tajik, Turkmen, Uyghur, Uzbek

EAST ASIA
Regions: China, Japan, North Korea, South Korea, Taiwan
Languages: Cantonese, Japanese, Korean, Mandarin, Okinawan, Shanghai Chinese, Taiwanese, Tibetan

SOUTHEAST ASIA
Regions: Brunei, Burma, Cambodia, Philippines, Indonesia, Laos, Malaysia, Singapore, Timor-Leste, Thailand, Vietnam
Languages: Burmese, Filipino, Hmong, Indonesian, Khmer, Laotian, Malay, Mien, Singaporean, Tagalog, Timorese, Thai, Vietnamese

SOUTH ASIA
Regions: Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, Sri Lanka
Languages: Bangla/Bengali, Bhutanese, Gujarati, Hindi, Marathi, Malayalam, Nepali, Punjabi, Sinhala, Tamil, Telugu, Urdu

WEST ASIA
Regions: Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Syria, Turkey, United Arab Emirates, Yemen
Languages: Arabic, Farsi, Kurdish

HAwAI & PACIFIC ISLANDS
Regions: Fiji, French Polynesia, Kiribati, Marshall Islands, Micronesia, New Caledonia, Northern Mariana Islands, Palau, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu, Wallis and Futuna
Languages: Carolinian, Chamorro, Chuukese, Fijian, Guamanian, Hawaiian, Marshallese, Palauan, Pohnpeian, Samoan, Tongan, Yapese

* Not a comprehensive list.
About the ARP Support for Survivors Program
American Rescue Plan (ARP) and Family Violence Prevention and Services Act (FVPSA)

The Family Violence Prevention and Services Act (FVPSA) program received $49.5 million in supplemental funding through the American Rescue Plan (ARP) to support culturally specific programs and services for sexual assault (SA) and domestic violence (DV) survivors.

- Alaska Native Women’s Resource Center
- Asian Pacific Institute on Gender-Based Violence
- Esperanza United
- National Indigenous Women’s Resource Center
- Ujima/National Center on Violence Against Women in the Black Community
Purpose and Partnership

▸ PREVENT, PREPARE and RESPOND to the impact of COVID-19 in Asian and Pacific Islander communities in the U.S.

▸ Address emergent needs resulting from the COVID-19 public health emergency

▸ Promote strategic partnership development and collaboration in responding to the COVID-19 public health emergency on survivors of SA and DV.
Domestic Violence and Sexual Assault (DV/SA) Capacity Building Fund

- Up to $300,000 over a two-year project period (March 2023 - February 2025) per subaward
- Up to 40 subawards will be distributed to DV and/or SA (DV/SA) programs or “ARP subgrantees”
- Purpose: support culturally specific, community-based DV/SA programs implementing culturally relevant and linguistically appropriate programs, services, and supports for Asian/Asian American, Native Hawaiian, Pacific Islander, and Middle Eastern communities in the U.S. and territories.
Marianne Chung
reimagine collective
Tips for Successful Grant Writing

Grant Writing 101 - ARP Support for Survivors Grant Program

Marianne Chung | reimagine collective
Say Hello in chat!

- Name
- Organization
- When I think about grant writing, I __________.
Top 5 Ways to Get Funded

- Read the RFP
- Read the RFP
- READ THE RFP!
- READ THE RFP!!!
Is this the right funding source?

- What are they funding?
- What have they funded in the past?
- What are their funding priorities and are they in alignment with us?
- Does our agency meet the eligibility requirements?
- Do we have experience?
Know what you are getting into

• Read, read, read the RFP
  ○ As a grant writer
  ○ As a funded partner
• Develop a checklist and delegate responsibilities
• Create a timeline and always plan for the unexpected
ARP Support for Survivors Program

Organizational Profile & Capacity (30 points)

Needs for the Project (10 points)

Project Proposal (40 points)

Project Budget (20 points)
Section 1: Organizational Profile and Capacity

Tell us about the **history** of your organization.*

Please provide your **organization mission** statement (required) and values/guiding principles (if available).*

Does your organization have an established board? •
- [ ] Yes
- [ ] No

Tell us about your **current programs and activities** that serve and support your community.*

Tell us about your organization's **history of working with survivors** of domestic violence and/or sexual assault.*
Section 2: Need for the Project

DV/SA Capacity Building Fund Grant Application

Section Two: Need for the Project (10 points)

Please provide information about how domestic violence and/or sexual assault has impacted individuals and/or groups in the culturally specific community your organization serves.

Tell us about any history of collaboration your organization had with other organizations in the community (if available). And, your organization’s relationship with the culturally specific community and organizations generally (required).
Section 3: Project Proposal

Sample Work Plan Template

This is a sample Work Plan template. It is provided as one example of the type of Work Plan acceptable for a subaward application. Other types are acceptable if an organization uses another standardized Work Plan. Please fill this document out as comprehensively as possible to clearly illustrate major objectives, tasks/activities, people responsible, and timeline for the proposed project. The Work Plan is a “living” document and is subject to change as the project progresses.

**Project Goal:**

**Measurable Outcome(s):**

* Time Frame (Start/End Dates by Month in Project Cycle)

<table>
<thead>
<tr>
<th>Major Objectives</th>
<th>Key Tasks</th>
<th>Person(s) Responsible</th>
<th>Start Date (By Month/Year in Project Cycle)</th>
<th>End Date (By Month/Year in Project Cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Goals and Objectives

Goals
● What is our big, broad and visionary goal?
● What is the major outcome you wish to see as a result of the project?

Objectives
● What steps do we need to take to achieve our goal?
Sample Work Plan

**Project Goal:** Increase independence of my child to prepare a meal for herself

**Measurable Outcome(s):** Child knows how to make PB&J sandwiches

<table>
<thead>
<tr>
<th>Major Objectives</th>
<th>Key Tasks</th>
<th>Person(s) Responsible</th>
<th>Start Date (By Month/Year in Project Cycle)</th>
<th>End Date (By Month/Year in Project Cycle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teach my child to make a peanut butter and jelly (PB&amp;J) sandwich.</td>
<td>Got to the store to buy peanut butter, jelly and bread.</td>
<td>Marianne</td>
<td>11/27/22</td>
<td>11/27/22</td>
</tr>
<tr>
<td></td>
<td>Teach what ingredients are needed and where they are.</td>
<td>Marianne</td>
<td>11/30/22</td>
<td>11/30/22</td>
</tr>
<tr>
<td></td>
<td>Teach how to spread PB&amp;J on bread.</td>
<td>Marianne</td>
<td>11/30/22</td>
<td>11/30/22</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Project Goal: To increase capacity of reimagine collective workforce to conduct culturally responsive crisis intervention services for Asian Americans in Atlanta, GA.

Measurable Outcome(s): (1) Established compensation pay structure, (2) Staff receive salary adjustments, (3) Document management system adopted and (4) Human resources manager hired

<table>
<thead>
<tr>
<th>Major Objectives</th>
<th>Key Tasks</th>
<th>Person(s) Responsible</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To establish a compensation pay structure that is sustainable and support</td>
<td>Hire a consulting form to assist with compensation pay structure study</td>
<td>Marianne, Director</td>
<td>5/1/2023</td>
<td>5/30/23</td>
</tr>
<tr>
<td>continued growth (livable wages)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. To establish a document management system to act as a centralized data</td>
<td>Conduct an internal analysis of job positions and descriptions as</td>
<td>Marianne Chung, Director, HR consulting</td>
<td>5/1/23</td>
<td>6/1/23</td>
</tr>
<tr>
<td>storage and safeguard confidential and financial data.</td>
<td>compared to staff’s current responsibilities.</td>
<td>firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Determine the competitiveness of current compensation by conducting a</td>
<td>Marianne Chung, Director, HR consulting</td>
<td>6/1/23</td>
<td>7/1/23</td>
</tr>
<tr>
<td></td>
<td>market pricing analysis of agency positions.</td>
<td>firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluate the need for edits to the current pay grade structure and the</td>
<td>Marianne Chung, Director, HR consulting</td>
<td>7/1/23</td>
<td>8/31/23</td>
</tr>
<tr>
<td></td>
<td>placement of positions within the structure, according to job function</td>
<td>firm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and job level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Adopt new pay structure and provide additional salary increases</td>
<td>Executive, Board of Directors</td>
<td>9/1/23</td>
<td>12/31/23</td>
</tr>
<tr>
<td></td>
<td>Conduct an analysis of staff document management system needs</td>
<td>Operations Director</td>
<td>1/1/24</td>
<td>7/1/23</td>
</tr>
</tbody>
</table>
Section 4: Project Budget

The Budget is a financial expression of your project.
# Budget Template

## Personnel

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Title</th>
<th>Base Annual</th>
<th>FTE %</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Executive Director</td>
<td>$90,000</td>
<td>20%</td>
<td>$18,000.00</td>
</tr>
<tr>
<td>Example</td>
<td>Program Director</td>
<td>$50,000</td>
<td>20%</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Example</td>
<td>Program Specialist</td>
<td>$40,000</td>
<td>20%</td>
<td>$8,000.00</td>
</tr>
</tbody>
</table>

**INSERT YOUR NARRATIVE HERE**

| Total Personnel | $36,000.00 |

## B. Fringe Benefits

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate</th>
<th>x Total</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS/MEDICARE</td>
<td>7.65%</td>
<td></td>
<td>$2,754.00</td>
</tr>
<tr>
<td>State Unemployment</td>
<td>2.00%</td>
<td></td>
<td>$720.00</td>
</tr>
<tr>
<td>Retirement Match</td>
<td>4.00%</td>
<td></td>
<td>$1,440.00</td>
</tr>
<tr>
<td>Life/AD&amp;D/STD/LTD</td>
<td>8.00%</td>
<td></td>
<td>$2,880.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

**Total Fringe Benefits**

| $7,794.00 |

## C. Travel

<table>
<thead>
<tr>
<th>Purpose, Location, Date</th>
<th>Calculation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>1 staff x $800 roundtrip</td>
<td>$800.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>1 staff x 2 nights x $270/night</td>
<td>$540.00</td>
</tr>
<tr>
<td>Per diem</td>
<td>1 staff x 2 days x $74/day</td>
<td>$148.00</td>
</tr>
<tr>
<td>Ground Transportation/Rides</td>
<td>1 staff x $100/trip</td>
<td>$100.00</td>
</tr>
</tbody>
</table>
Program Budgets

- What are proposal requirements?
- Maximum award?
- For how long?
- Indirect cost restriction?
- How many staff can you fund?
- Allowable and non-allowable cost
Allowable and Unallowable Expenses

DV/SA Capacity Building Fund Application: Frequently Asked Questions

Can ARP subgrantees purchase food with grant funds?

Yes, ARP subgrantees are allowed to purchase food with federal funds in certain instances. The general rule is the costs must be reasonable and necessary for carrying out the grant is always required. Paying for food for staff meetings is not allowable and is not considered necessary for carrying out the grant requirements, since staff are expected to meet their own food needs. However, purchasing food for a community event, survivor support group, or children’s event is allowable. Additional information can be found by reviewing HHS regulations 45 CFR §§ 75.420 – 45 CFR 75.432, [https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpartE/subject-group-ECFR5d90ba314caea08/section-75.420](https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpartE/subject-group-ECFR5d90ba314caea08/section-75.420)
Budget Justification

Weaknesses in Budget Justification

- Not enough **detail**
- **Unrealistic** projections
- Trying to **hide** expenses
- Not enough detail
- Poor understanding of **accounting principle**

### C. Travel

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<td>Ground Transportation/Ridesh</td>
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</table>

**INSERT YOUR NARRATIVE HERE**

**Total Travel** $1,588.00
The True Test

If someone cannot understand your project from reading your budget, it still needs work!
Top 5 Ways to Get Funded

- Read the RFP
- READ THE RFP
- READ THE RFP!!!
Materials and Links

All materials and links can be found on API-GBV’s Resource Page

- Grant Application How-To Guide
- Grant Application User Account Registration Link via Coalition Manager (required to access online application)
- DV/SA Capacity Building Fund Online Application Link
- DV/SA Capacity Building Fund Request For Proposals (RFP) Announcement
- DV/SA Capacity Building Fund Application FAQ
- DV/SA Capacity Building Fund Informational Session Recording and Slides
- Grant Writing 101 Webinar Recording and Slides
- Budget Template
- Financial Form
- Sample Work Plan Template
Key Dates, Next Sessions

Announcement of DV/SA Capacity Building Fund RFP, Online Application Opens: November 4, 2022

Informational Webinars: November 9, 2022 at 2pm Pacific Standard Time (PST) and November 16, 2022 at 9am PST. Additional webinars TBD.

Grant Writing Webinar: November 30, 2022 at 2pm PST

Announcement of Revised Guidance and RFP, Deadline Extension: Week of December 5, 2022

Application due: January 13, 2023 at 11:59pm PST

Applicants Notified of Status of Application: By February 3, 2023

DV/SA Capacity Building Fund Project Period: March 1, 2023 - February 28, 2025

*Dates subject to change
Submit questions and requests for assistance with the application process to ARPsupport@api-gbv.org.

Visit www.api-gbv.org/arpsupport for more information about the ARP Support for Survivors Program.

Sign up for email updates about the program at www.api-gbv.org/listserv.
Ua Tsaug. आपको धन्यवाद. Fa’afetai tele. Thank you.