

# Planning Your OVC Grant Application

## Part 3: Preparing Your Proposal and What To Expect Next

February 16, 2022



# Tech Tips



If you are experiencing any technical issues, please let us know in the chat or email: **Bess Hoskins** at [bhoskins@ovcttac.org](mailto:bhoskins@ovcttac.org).



Your microphone and video are not needed and will remain disabled.



We will be using the Chat box throughout today's webinar. When typing in the Chat, be sure to select your intended audience from the dropdown.



A recording of today's webinar and a copy of the presentation will be posted to the OVC website.

# OVC TTAC

OVC TTAC is the gateway to current training and technical assistance for victim service providers and allied professionals who serve crime victims. Our aim is building the capacity of victim assistance organizations across the country in three primary ways:

1. We use a variety of training and technical assistance opportunities.
2. We use a variety of tools, surveys, stakeholder discussions, evaluations, and feedback forms.
3. We continually monitor customer satisfaction and measure the effectiveness of our training and technical assistance activities over time.

# OVC TTAC

To improve your capacity to serve crime victims in your community, here are some ways OVC TTAC might work with you:

- Provide skilled trainers with specific subject matter expertise for your upcoming training event or speakers for your conference.
- Conduct an organizational needs assessment and design a targeted response through training, technical assistance, or peer support.
- Develop a basic evaluation strategy for determining your program's effectiveness.
- Strengthen advocacy programming that helps assure equal justice for victims and produces a positive, sustainable impact.

## Getting to Know You

What's your experience with federal grant writing? (select one answer and click submit)

- I have never written a federal grant application.
- I have written at least one federal grant application, but I have never been successfully awarded.
- I have written and successfully secured at least one federal grant.

# Introductions



**Marcie Davis and Fenway**



**Jessica Andrew**



# Getting Started



# What are the keys to a winning proposal?

- ❖ Research
- ❖ Partnerships
- ❖ Persistence





# www.SAM.gov

*SAM.gov is the U.S. Government's System for Award Management. You must register on this site to receive grants from the U.S. Government.*

- ❖ *SAM.gov is a procurement repository.*
- ❖ *There is no fee or charge to register.*
- ❖ *The process can be time consuming, so register early and keep your registration up-to-date.*

# www.Grants.gov

*Grants.gov is a central storehouse for information on more than 1,000 federal grant programs and access to billions in annual awards.*

*By registering once on this site, your organization can search and apply for grants from 26 different federal agencies.*

*Keep your registration current.*



# JUSTgrants

*JUSTgrants is a streamlined, end-to-end grants management system that provides applicants and grantees with an improved user experience throughout key parts of the grants management lifecycle.*

*Sign-up for email updates and news  
<https://justicegrants.usdoj.gov/news>.*

**NEWS AND UPDATES**



**JUSTgrants**  
JUSTICE GRANTS SYSTEM

# Assemble Your Grant Writing Team

- ❖ Professional Grant Writer
- ❖ Community/State Partners
- ❖ Professional Evaluator
- ❖ Designer/Artists
- ❖ Technical Writers
- ❖ Photographer
- ❖ Champions (e.g., Elected Officials, Influencers)
- ❖ Content Reviewers
- ❖ Editors

# Building Meaningful Partnerships

- ❖ Nonprofit Organizations
- ❖ Private Sector Businesses
- ❖ Law Enforcement Agencies
- ❖ Elected Officials – Local, State, Federal, and Tribal
- ❖ Local, State, and Federal Government Agencies
- ❖ Economic Development Agencies
- ❖ Housing Organizations
- ❖ Coalitions and Associations
- ❖ Other Local Leaders – Clergy, Influencers, etc.

# Developing and Nurturing Relationships

- ❖ Joint Press Releases and Press Conferences
- ❖ Fundraising Events
- ❖ Nominating Partners for Local and State Awards
- ❖ Participating in the Legislative Process
- ❖ Sharing Grant Opportunities
- ❖ Reciprocal, Supportive, and Genuine Relationships



# Letters of Support/Commitment

- ❖ Provide a fact sheet with the pertinent project and contact information.
- ❖ Request the letter of support as quickly as possible to give the individual adequate time to prepare the letter. In lieu of time, arrange to have someone from your organization pick up the signed letter.
- ❖ Provide a sample letter but be careful to alter the sample letter for each individual. You do not want to submit identical letters. Funders are looking for authentic partnerships.
- ❖ Express Gratitude and Reciprocate the Support

# Establishing an Advisory Committee

## Many grants require an Advisory Committee or Multidisciplinary Team (MDT)

- ❖ Community support;
- ❖ Multiple perspectives, cultural competency, and credibility;
- ❖ Build community consensus;
- ❖ Influence direction of funding by including and educating the funders (collective voice is more influential than one person or project); and
- ❖ Demonstrates sustainability to your funders.

# Demonstrated Contributions

- ❖ **In-Kind Donations**, such as time for staff to attend meetings, office space to conduct meetings, phones, computers, copying, mailing, social media, etc.
- ❖ **Percentage** of a staff member's salary for their time supporting the project.
- ❖ **Negotiate Value of Contribution**

# Memorandum of Understanding

Funders may require a written, formal agreement between your organization and the partnering agencies to identify each partner's commitment and role in the project.

Search for sample MOUs. OVW has some good examples.



# Writing the Proposal

**Outline ALL the grant requirements and make a plan to fulfill each and EVERY REQUIREMENT**

- ❖ Grant Deadline and Requirements (Format, Services, etc.)
- ❖ Problem Statement – Need
- ❖ Program Design
- ❖ Goals and Objectives
- ❖ Disclosure of Process Related to Executive Compensation
- ❖ Timeline
- ❖ Letters of Support
- ❖ Other Funding and/or Sustainability – Financial Mgmt. Questionnaire
- ❖ Evaluation
- ❖ Budget and Budget Narrative

(<http://nonprofit.about.com/od/foundationfundinggrants/tp/grantproposalhub.htm>)

# Problem/Need Statement

This is the heart of a grant proposal and where you must convince the funder that what you propose to do is important and your organization has the capacity and knowledge to implement it.

Assume the grant committee knows zero about your community and the need you are trying to meet. Explain why the need is important with data and factual information. Document your sources.



# Compelling Need Statement and Quality Data

- ❖ Victimology – a subset of criminology that examines criminal activity from another perspective, focusing on the impact of crime on victims
- ❖ Social Determinants – conditions in which people are born, grow, live, work, and age
- ❖ Demographics, including diversity
- ❖ Crime data statistics
- ❖ Client testimonials

# Program Design – Describe the Program

## Goals

- Define the overall direction of a program and state what is to be accomplished by the program.
- Statements of desired longer term global impacts of a program.
- Typically, address changes in actual behaviors, such as decreased victimization, increased community involvement, or improved well-being.

## Objectives

- Specific and measurable targets for accomplishing goals. Need to be SMART:
  - Specific
  - Measurable
  - Assignable
  - Results-Oriented
  - Time-Related

# Attachments

- ❖ Memorandum of Understanding
- ❖ Letters of Support/Commitment
- ❖ Financial Management Questionnaire
- ❖ Executive Compensation Disclosure
- ❖ Tribal Authorizing Resolution
- ❖ Biographical Sketches
- ❖ Documentation Advancing DOJ Priorities
- ❖ Abstract
- ❖ Research & Evaluation Independence & Integrity Statement
- ❖ Consortium/Advisory Team Membership
- ❖ Indirect Cost Rate Documentation
- ❖ Evaluation Plan

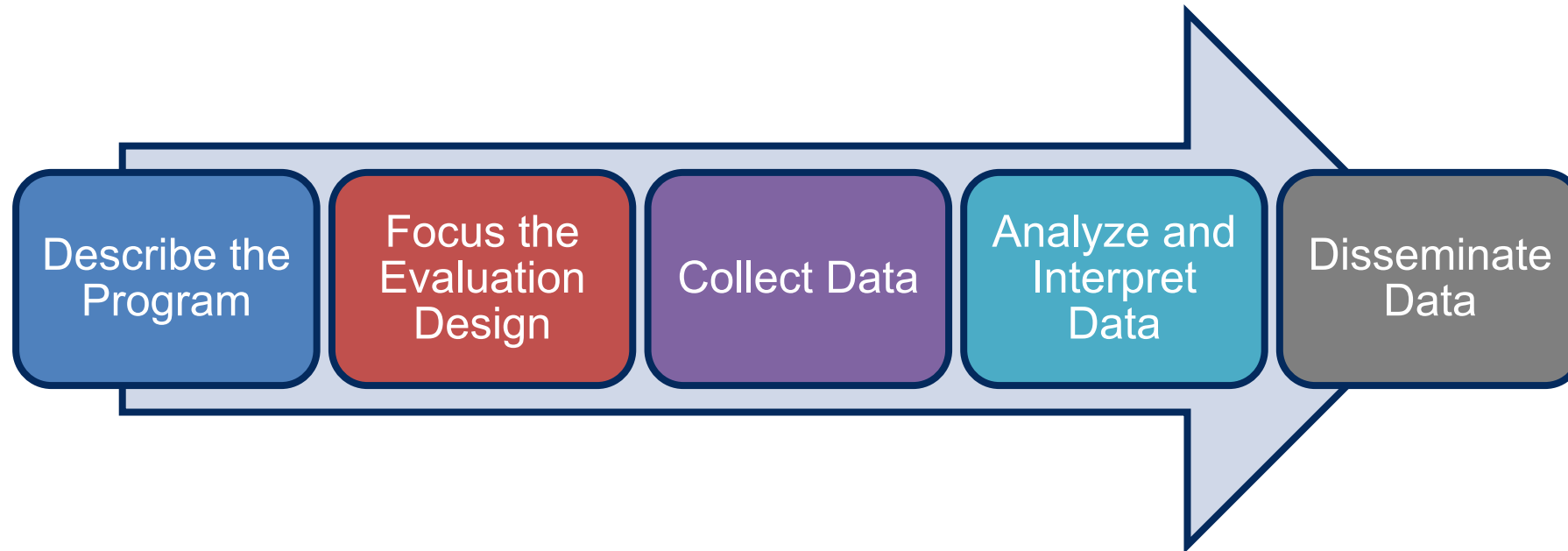
***CAREFULLY READ  
THE GRANT  
REQUIREMENTS***

# Evaluation Design

- ❖ What is the purpose of the evaluation?
- ❖ What is the best way to obtain this information?
- ❖ Who will use the evaluation results?
- ❖ How will they use the evaluation results?
- ❖ What do other key stakeholders need from the evaluation?
- ❖ What is the stage of development of the program?
- ❖ How intensive is the program?
- ❖ What are the relevant resource and logistical considerations?



# Program Evaluation



# Budget Development

- ❖ Make sure your budget is organized, easy to read, and accurate.
- ❖ Follow any budget requirements and use the headings provided in the grant application.
- ❖ If no headings are provided, use Budget Category, Requested Funds, Local Contributions, and Project Total.



# Building Cost-Effective Budgets

- ❖ Budget and Budget Narrative
- ❖ Direct Line Item Costs
- ❖ Indirect/Administrative Costs (Negotiated Rate)
- ❖ Supplies
- ❖ Equipment
- ❖ Contractual (Evaluation Costs)
- ❖ In-Kind Contributions

# Direct Costs

Direct costs are project funds you are seeking from the funding source.

- ❖ Personnel (Project Staff vs. Contractors)
- ❖ Fringe Benefits
- ❖ Travel (Project Staff vs. Contractors)
- ❖ Supplies
- ❖ Equipment
- ❖ Other

# Indirect Costs

Indirect costs for your grant (“overhead”) are costs associated with administration and facilities.

- ❖ Building costs
- ❖ Insurance
- ❖ Utilities
- ❖ Infrastructure

**Does your organization have a negotiated  
Federal Indirect Cost Rate?**

# Check and Double-Check

- ❖ Have at least one person review your grant application before you submit it.
- ❖ Check, recheck, and check again—budget, grant requirements, references, and other grant details.
- ❖ Be prepared to submit your grant 48 hours before the grant deadline, or even earlier, in case of any emergency that may arise.
- ❖ Organize your grant files in case the funder calls you for clarification and be prepared for grant implementation.

# Celebrate!

- ❖ Celebrate the successful submission of your application;
- ❖ Send thank you notes and emails to partners and supporters;
- ❖ Honor staff contributions and other internal support;
- ❖ Honor partner contributions and other external support; and
- ❖ Notify project partners and staff of the grant submission and outcome.



# Tips and Lessons Learned

- ❖ Get your board's/leadership's support in advance.
- ❖ Build a grant writing team of stakeholders and professionals (grant writer/evaluator).
- ❖ Add tables, graphs, staff photos, and other images when possible while being mindful of grant guidelines.
- ❖ Request the Review Committee's score sheets or feedback forms.
- ❖ Serve as a Peer Reviewer.
- ❖ Follow up with your staff and stakeholders to let them know if your proposal was funded.

# Final Thoughts





# OVC Mission and Overview

Mission: OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime.

OVC funding supports:

- victims in tribal communities;
- state victim compensation and assistance programs;
- training and technical assistance and information resources;
- victims of international terrorism and mass violence;
- federal agencies' provision of victim services; and
- demonstration and community-based victim services projects.







# Types of OVC Grant Awards

## Discretionary

- Awarded directly by OJP to eligible recipients
- Applicants apply directly to OVC
- Most often are awarded on a competitive basis
- Applications undergo a preliminary review process to ensure that they are complete and meet the eligibility requirements.



## Formula

- Are usually administered and managed by State Administering Agencies or other OVC-approved fiscal agents
- Most often are awarded on a noncompetitive basis
- Distribution of funds among eligible recipients is either statutorily defined or defined by a distribution process specified by OVC

# Resources for Funding Opportunities



**OJP Grant Application Resource Guide –**

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

**Grants.gov – [www.Grants.gov](http://www.Grants.gov)**

**Office of Justice Programs, Award Data –**

<https://ojp.gov/funding/Explore/OJPAwardData.htm>



**NIJ's CrimeSolutions.gov –** Web-based clearinghouse of programs and practices that have been rated by effectiveness in addressing different criminal justice issues.

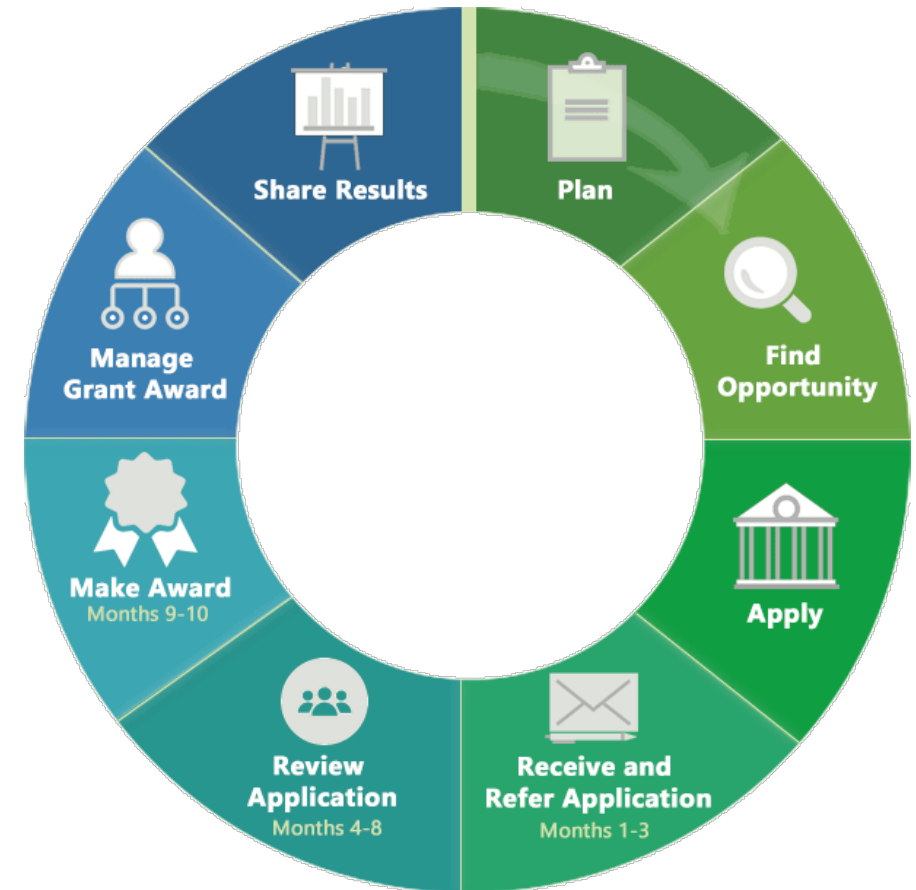
– <https://www.CrimeSolutions.gov>

# Grant Award Cycle

# Grant Award Cycle



Once you have applied for the right funding opportunity, the Grant Application Review Process can take up to 9 months to complete.



# Grant Application Review Process





# Step 1: Application Review

**To move forward in the process, applications must meet criteria:**

- Eligible to apply
- Responsive to the solicitation's scope
- Must request funding within programmatic funding constraints (if applicable)
- Meets the Basic Minimum Requirements (BMR)

Application  
Review

Programmatic  
Review

Financial Review

Award Decisions

Federal Award  
Notice



# Basic Minimum Requirements

## Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.



**EXAMPLE**



**Remember, BMR criteria will vary between solicitations.**

If you fail to submit ANY of required documents, your application will not be considered for funding!





## Step 2: Programmatic Review

The program office reviews the application to ensure that the information presented is reasonable and understandable and that the proposed activities are responsive to program or legislative requirements, as stated in the solicitation.

For competitive discretionary solicitations, this step may also include a Peer Review of the application.

Application  
Review

Programmatic  
Review

Financial Review

Award Decisions

Federal Award  
Notice





# How Applications are Scored

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

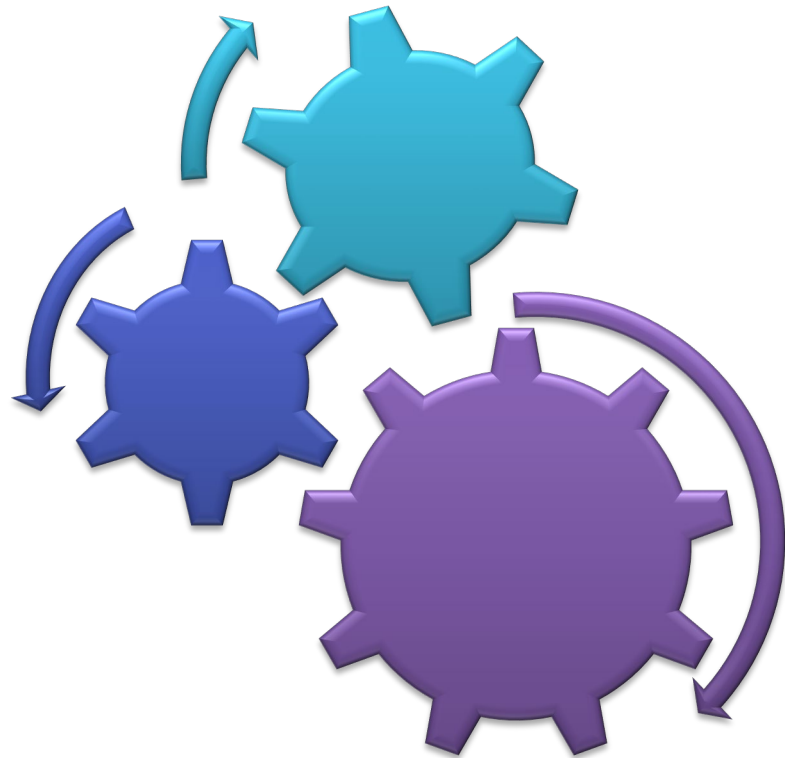
1. Statement of the Problem (20%)
2. Project Design and Implementation Plan (45%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup>



**EXAMPLE**

**Scoring criteria and percentages will vary between solicitations.**

# Hallmarks of an Outstanding Application

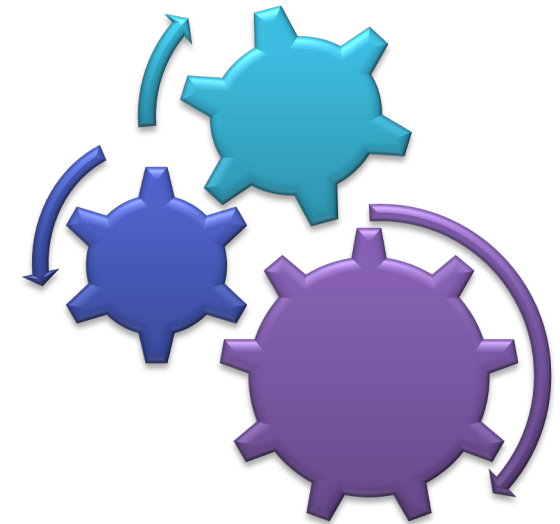


- Use simple and concise language.
- Ensure information is presentable and organized!
- Be realistic about how you will achieve goals.
- Get feedback from those who may run the project!
- Make sure the proposal is consistent with the solicitation.

# Common Reasons Cited for a Weak Application



- Too ambitious or lacks focus
- Applicant lacks appropriate expertise to carry out the proposed project
- No evidence of feasibility (do not assume reviewers are as familiar with the project as you are)
- Poor writing and a lot of errors





# Step 3: Financial Review

A financial review is necessary to—

- Evaluate the fiscal integrity and financial capability of applicants and examine proposed costs.
- Determine if the budget and budget narrative accurately explain project costs.
- Examine if costs are reasonable, necessary, and allowable.

Application  
Review

Programmatic  
Review

Financial Review

Award Decisions

Federal Award  
Notice



# Step 4: Award Decisions

Generally, OJP either notifies an applicant that it will receive a grant award no later than September 30 of the calendar year or issues a rejection letter to unsuccessful applicants by December 31 of the same calendar year.



**Tip:** All applicants may request a copy of the panel's consensus comments on strengths and areas of improvement.

Application  
Review

Programmatic  
Review

Financial Review

Award Decision

Federal Award  
Notice



# Step 5: Federal Award Notice

Generally, award notifications are made by September 30 but no later than December 31.

**To accept an award in JustGrants, the Authorized Representative will—**

- Log into JustGrants.
- Execute a set of legal certifications and a set of legal assurances.
- Thoroughly review the award, including all award conditions.
- Sign and accept the award.

Application  
Review

Programmatic  
Review

Financial Review

Award Decisions

Federal Award  
Notice

# What is OVC Peer Review?



# What is OVC Peer Review?

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- All competitive applications for discretionary grant programs are subject to Peer Review
- Conducted through an external or internal Peer Review process
- Recommendations are advisory in nature





# Apply to be an OVC Peer Reviewer

**Reviewers should have relevant experience in the field of victim assistance and expertise at the local, state, federal, or tribal levels in areas including, but not limited to, the following:**

- domestic violence and sexual assault
- child and elder abuse
- human trafficking
- ethics in victim services
- victims' rights
- homicide
- assaults
- victim impact
- law enforcement response to victims of crime
- criminal justice or legal advocacy

If you are interested in becoming an OVC peer reviewer, please send an up-to-date resume or curriculum vitae, including a valid email address, to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov).

# Why Become an OVC Peer Reviewer?



- Bring your expertise to the Peer Review Process
- Ensure ongoing success of programs
- Gain experience to grow and sustain your funded research profile
- Learn to identify what to do and what not to do on a grant application
- Receive compensation for time



# Considerations to Keep in Mind

- OVC Peer Reviews are generally held from mid February through June of each year.
- Compensation for external reviewers is \$125 per application.
- Prior experience as a peer reviewer is not required.
- Must adhere to OJP's conflict of interest policy.
- An individual may not serve as a peer reviewer for a grant program to which they have a pending application.
- Must maintain complete confidentiality of all application materials, reviewer identities, comments, deliberations, and recommendations discussed during the consensus meeting.



# RESOURCES



# Application Submission Resources

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## **OJP Grant Application Resource Guide:**

This resource contains information to help you prepare and submit applications for OJP funding and offers guidance on award administration.

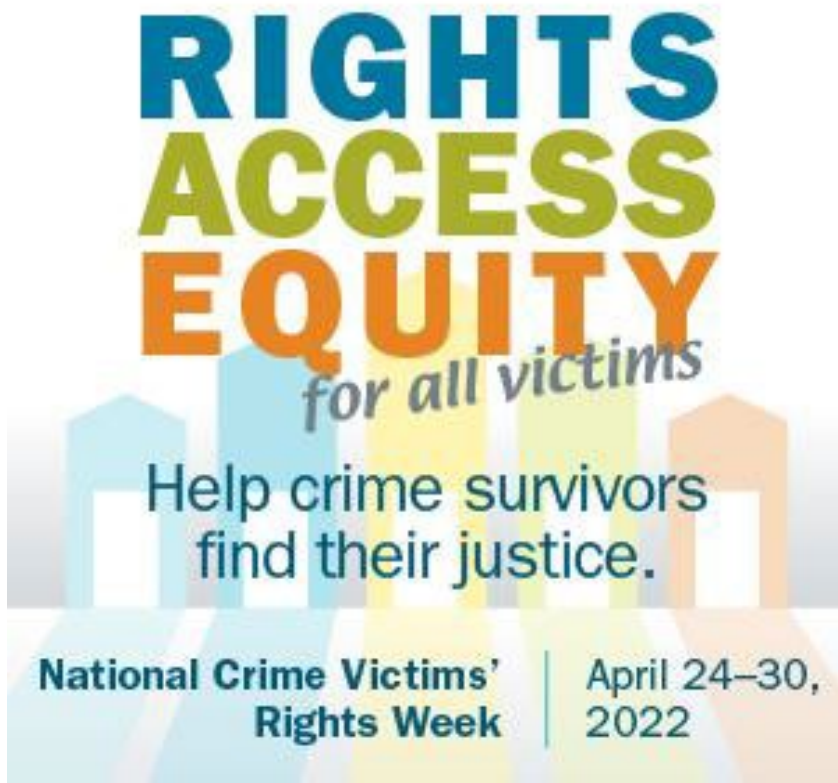
## **OJP Funding Resource Center:**

Find current opportunities, solicitation requirements, forms, worksheets, and post-award instructions to help as you apply for and manage OJP awards.

## **DOJ Grants Financial Guide:**

Learn about the laws, rules, and regulations that affect the financial and administrative management of an OJP award.

# 2022 National Crime Victims' Rights Week



Use the [2022 NCVRW artwork](#) to help inspire your community and raise awareness of victims' rights. The 2022 NCVRW theme is ***Rights, Access, Equity for all victims.***

This year's theme underscores the importance of helping crime survivors find their justice by—

- enforcing victims' rights,
- expanding access to services, and
- ensuring equity and inclusion for all.

# OVC Pre-Application Education Webinar Series



February 8, 2022 | 3:00 PM ET

***Getting Ready to Apply*** (completed)

February 9, 2022 | 3:00 PM ET

***Considerations When Building Your OVC Budget***  
(completed)

February 16, 2022 | 3:00 PM ET

***Preparing Your Proposal and What to Expect Next***

February 23, 2022 | 3:00 PM ET

***Overview of Upcoming Funding Opportunities in  
FY 2022***

Webinar recordings will be posted on the OVC website at [www.OVC.OJP.GOV](http://www.OVC.OJP.GOV)



# Go Social With OVC!

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**Like:** <https://www.facebook.com/OJPOVC>



**Follow:** <https://twitter.com/OJPOVC>



**Watch:** [www.youtube.com/user/OJPOVC](http://www.youtube.com/user/OJPOVC)



Questions?



# Part 4: Overview of Upcoming Finding Opportunities in FY 2022

February 23, 2022

Hear more about the application process and  
OVC funding plans.



## Additional Resources

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**National Webinar Recording: Planning for Sustainability, Diversifying Funding, and Writing Complex Grants**

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**NVAA: Effective Management Series**

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**Training on Grant Writing and Other Funding Strategies for Victim Service Providers**

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**OVC TTAC Technical Assistance**

# Contact Information

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[www.davisinnovations.com](http://www.davisinnovations.com)

**Jessica Andrew**

[jessica.andrew@usdoj.gov](mailto:jessica.andrew@usdoj.gov)

<https://ovc.ojp.gov>

# *Evaluation QR Code*

**OVC Pre-Application  
Webinar Series - Part 3:  
Preparing Your Proposal  
and What to Expect Next**

Scan the QR code with your  
phone to open the survey.





**OVC TTAC**  
Office for Victims of Crime  
Training & Technical Assistance Center