

PUBLIC GRANTS WORKSHOP



MAY 14, 2024
10:00 AM - 12:00 PM PST



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BAY AREA AIR QUALITY MANAGEMENT DISTRICT



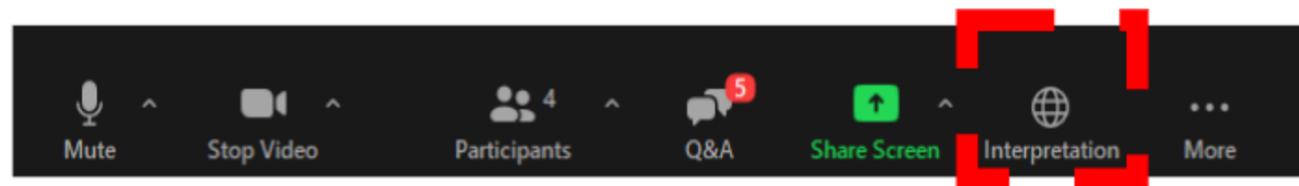
Meeting Norms and Interpreting Guide

*Normas para la
Reunión
y Guía para
Interpretación*

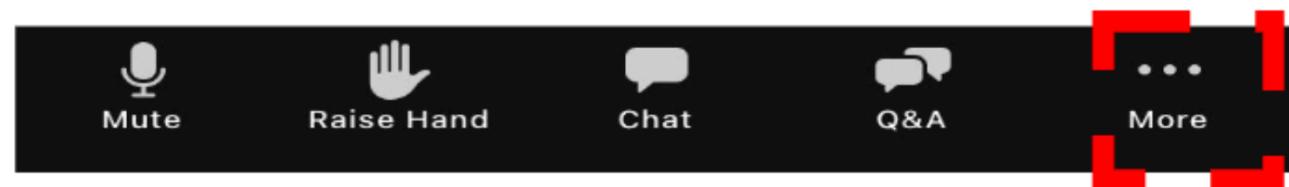


Helpful Zoom Features / Características útiles del zoom

To access interpretation / *Para acceder interpretación en Español:*



If you are joining the meeting from a phone or tablet, you may have to select “More” to access the language interpretation function/ *Si usted está usando el celular or tableta deberá seleccionar “More” para ver el boton y acceder la intepretacion.*



If you would like to ask your question aloud, please select the raise hand button/ *Si desea hacer su pregunta en voz alta, seleccione el botón de levantar la mano*



Session Norms/Normas de sesión

English

- The presentation will be meeting zoom format.
- The panelists will try to answer as many questions as possible. Please use the **Q&A** icon or the raise your hand reaction feature, if you prefer to ask your question live.
- Prior to asking your question, **please state the organization** you are with.
- We are working with an interpreter for this session. Thank you, in advance, for your patience with possible slight delays in some of the content delivery. We want to make sure that all attendees are receiving the information.
- Microphones of all attendees will be muted unless the attendees raises their hand to ask a question live.

Español

- *La presentación será un formato de reunión de zoom.*
- *Los panelistas tratarán de responder al mayor número posible de preguntas. Por favor, utilice el icono de preguntas y respuestas o la función de elevar su mano, si prefiere hacer su pregunta en vivo.*
- *Antes de hacer su pregunta, **indique la organización** que representa.*
- *Estamos trabajando con un intérprete para esta sesión. Gracias, de antemano, por su paciencia con posibles retrasos leves en algunos de los contenidos de entrega. Queremos asegurarnos de que todos los asistentes reciban la información.*
- *Los micrófonos de todos los asistentes se silenciarán a menos que los asistentes levanten la mano para hacer su pregunta.*

PRESENTERS



Tamira Jones
Community Collaborator
& Full Circle Consulting



Christine Selig
Founder & Principal
Christine Selig Associates



Stacey Grant
Community Collaborator
Path Consulting



Lauren Halili
SDSU Center for Community
Energy and Environmental Justice
Region 9 TCTAC

AIR DISTRICT



Aneesh Rana
Senior Staff Specialist
Bay Area Air Quality
Management District

INTERPRETER



Norma Herrera
Spanish translator
interpreter

AGENDA



10:00 AM Welcome & Introductions

Context: Why Public Funding

Breakout

Assess Readiness

Applying for Federal Funding



11:00 AM Scoping Project & Grant Writing

Celebrating Wins

Post Award Compliance

Questions

Feedback & Closing

PURPOSE

Inspire groups considering or curious about public funding by what the opportunities are to grow their work.

Connect with others who are on this federal funding readiness journey.

Prepare your organization to apply and manage funds by understanding key competencies and requirements.

YOU'LL RECEIVE:



SLIDES & RECORDING



PUBLIC FUNDING RESOURCE GUIDE:
GRANT DATABASES, TA PROVIDERS,
TOOLS & TEMPLATES



FOLLOW-UP ANSWERS



YOUR COMMUNITY VISION IS THE NORTH STAR.

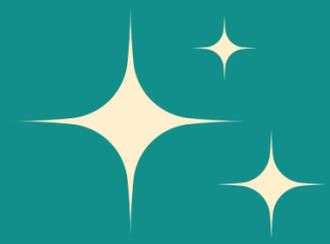


Photo Credit: Racial & Environmental Justice Committee

GETTING CLEAR:

Public funding is one of many ways to resource projects that advance your community vision.

Public funding is a learning journey better traveled together.



WHY PUBLIC FUNDING

GETTING CLEAR:

This is a moment of unprecedented federal, state, and local funding for community solutions.



JUSTICE40 INITIATIVE

Executive Order 14008: *Tackling the Climate Crisis at Home and Abroad* (January 2021)

JUSTICE40 INITIATIVE

Whole-of-government goal that at least 40% of certain federal climate investment benefits will flow to historically overburdened & underinvested communities (“disadvantaged communities”).



[Learn more about Justice40](#)



[Disadvantaged Communities Map](#)

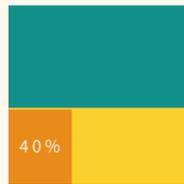
8 CATEGORIES

- *climate change*
- *clean energy & energy efficiency*
- *clean transit*
- *health*
- *affordable & sustainable housing*
- *training & workforce development*
- *remediation & reduction of legacy pollution*
- *clean water and wastewater*

**Justice40 means:
40% of only the covered programs
considered “climate investment-related”**



DISCRETIONARY FUNDING
open to competition pools of
eligible entities



MANDATORY & FORMULA FUNDING
Flowing to States, Tribes, & Local
Governments



**Justice100 means:
equitable distribution of benefits of
THESE investments**

HOW MUCH FEDERAL FUNDING?



Bipartisan Infrastructure Law (BIL) until 2026

\$550 BILLION new spending; \$1.2 TRILLION total

- bridges, roads, railways
- ports
- airports
- broadband
- water infrastructure
- power grid
- EV buses
- EV charging
- resilience and more



Inflation Reduction Act (IRA) until 2031

~\$400 BILLION climate & clean energy investments (likely more!)

\$2 billion

\$600 million

\$8.5 billion

\$27 billion

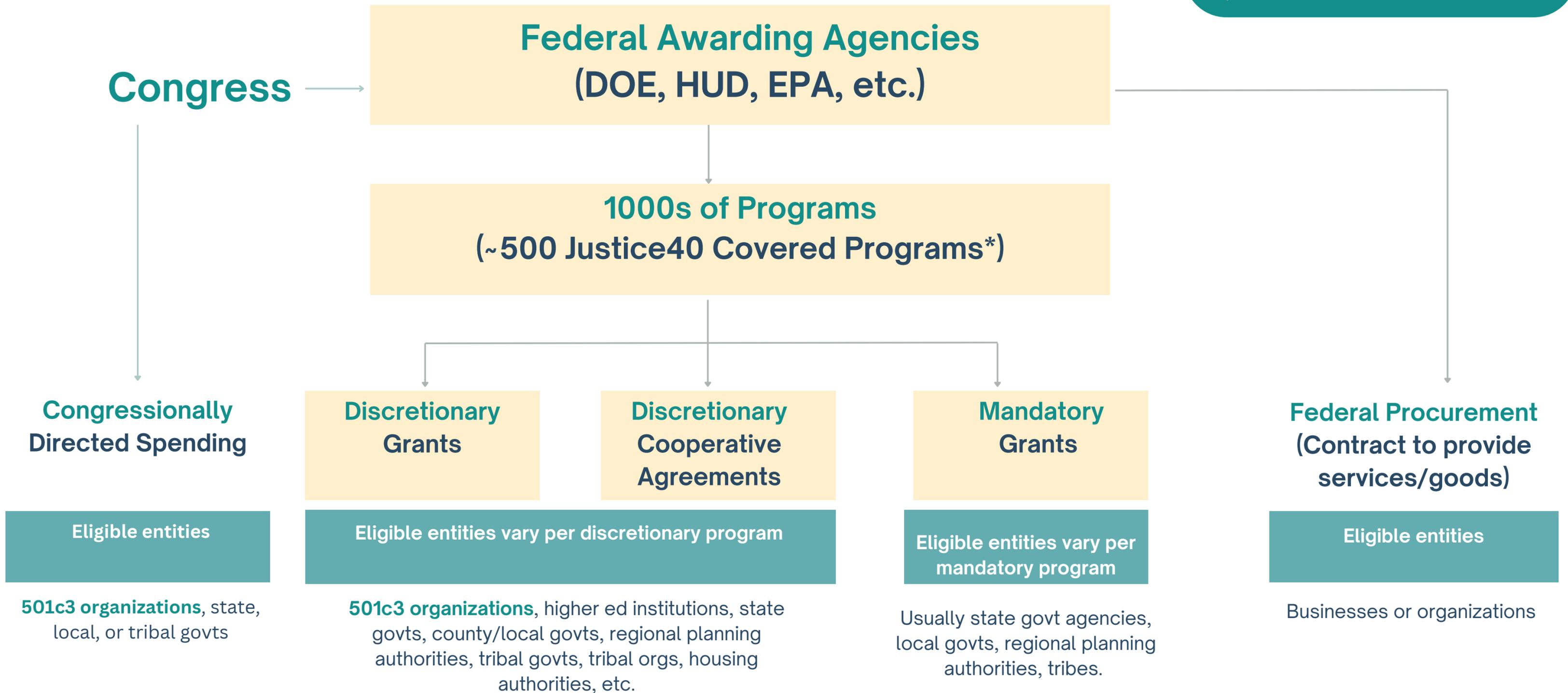
Community Change Grants

EPA Grantmakers Program

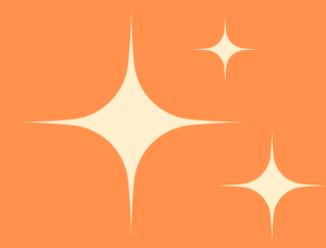
Home Energy Rebate Programs

Greenhouse Gas Reduction Fund (GGRF)

HOW THE FUNDING FLOWS



*Learn what is included in a [covered program](#)

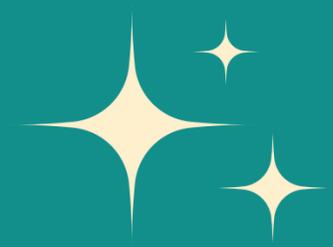


BREAKOUT #1

WHAT ARE YOU SEEKING PUBLIC FUNDING FOR?

WHAT QUESTIONS DO YOU HAVE?





READINESS

JOURNEY TOWARDS READINESS

hooray!
we're here!



demystify public funding

prepare organization

identify & scope priority projects

build partnerships & find technical assistance

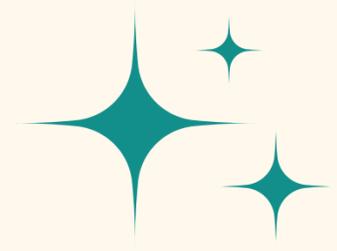
pre-award phase 1 (find & apply for grant)

award phase 2 (negotiate & finalize)

post-award phase 3 (manage & closeout grant)

This is the federal
grant lifecycle





IMAGINE...

each public grant is a recipe with
step-by-step instructions.

ASK...

What ingredients do we have?

What ingredients do we need?



HELP YOUR ORGANIZATION PREPARE

 **FEDERAL GRANT READINESS RUBRIC** >>

 **ASSESSMENT: IS YOUR ORG READY FOR FEDERAL GRANTS?** >>

INGREDIENTS CHECK: What do we have? What do we need?

- Required documents & registrations
- Financial systems in place
- Organization management
- Governance
- Programs & projects
- Evaluation & reporting processes

FEDERAL GRANT READINESS RUBRIC
Determine your organization's strengths and needs for obtaining and sustaining federal grants on a direct or pass-through basis.

NEVADA GRANT LAB

ANSWER THESE QUESTIONS TO DETERMINE IF YOUR ORGANIZATION IS READY TO CONSIDER A FEDERAL GRANT.

	YES	NO
Financial and Organizational Management		
Board-approved systems for record-keeping and transparency guide our financial operations with annual budgets and regular budget-to-actual comparisons that are also board-approved.	<input type="radio"/>	<input type="radio"/>
We have successfully managed public funding in the past by following our Grant Management Policy which includes internal controls such as procurement procedures, without compliance issues, corrective actions, or audit findings.	<input type="radio"/>	<input type="radio"/>
We have talked to a finance professional about our federal grant readiness including our ability to track restricted funds and track indirect costs that are not directly related to a single program.	<input type="radio"/>	<input type="radio"/>
Program Strengths and Implementation of Data	YES	NO
Our programs are distinguishable from other programs in the area and address a unique community need that we have documented with relevant data from credible and verifiable sources.	<input type="radio"/>	<input type="radio"/>
Our programs reach the population they are intended to serve and include specific and pertinent measurements that objectively demonstrate positive outcomes.	<input type="radio"/>	<input type="radio"/>
We have implemented routine monitoring and evaluation of our programs including the collection and analysis of data to demonstrate each program's effectiveness.	<input type="radio"/>	<input type="radio"/>

If you answered no to any of these questions, please check out the learning opportunities and resource guides at nevadagrantslab.org/capacity-building.

NEVADA GRANT LAB

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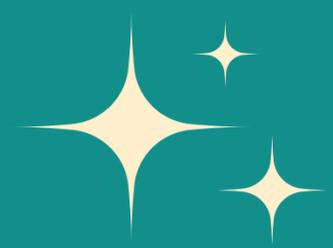
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SCORE



APPLY FOR FUNDING



PUBLIC GRANT LIFECYCLE

PRE-AWARD: APPLY

- PROJECT DEVELOPMENT- BUDGET, PARTNERS, ROLES
- ELIGIBILITY

AWARD

- CAPACITY ASSESSMENT & AWARD NEGOTIATION

POST-AWARD

- DOCUMENTATION
- DRAWING DOWN FUNDS
- FINANCIAL AND PROGRAM PROGRESS REPORT
- FINAL REPORTS

GETTING CLEAR:

Public grants may feel easier to approach if you understand each phase and know what to expect.

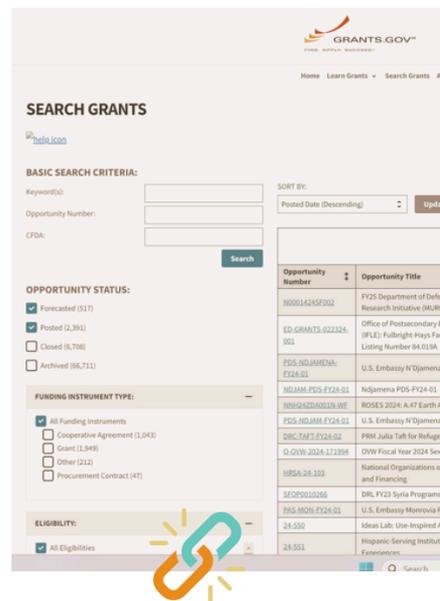


APPLICATION PHASE 1 (FIND & APPLY)

1

Search for Grants

Search [Grants.gov](#) and other public grant search platforms. View [list](#) of grant databases.



2

Assess Grant: Is it Right for You?

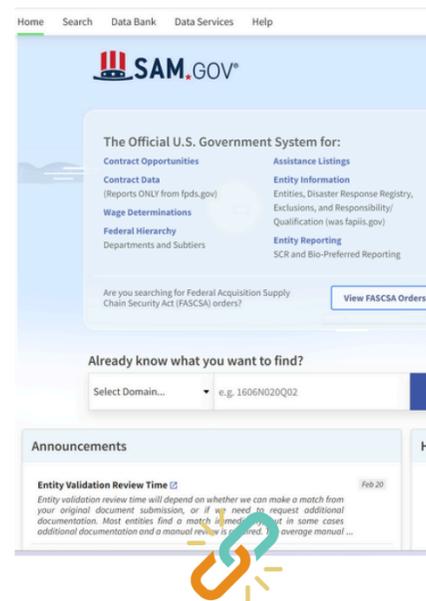
Read the **NOFO** **carefully** & take the 9 Question Checklist. Partnerships & technical assistance may be key.



3

Registrations & Requirements

[Sam.Gov](#) and [Grants.Gov](#) registrations, and ensure all required documents are collected. **Complete as early as possible.**



4

Write & Pre-Score Application

Write a **clear & competitive** grant application & budget. Ensure accuracy and completion against scoring criteria.



5

Submit On Time

Aim to **submit early** - it is common to run into issues.



GRANT TERMS & JARGON CHEAT SHEET

GRANT TERMS (Roles)

Contractor: entity that receives a contract to provide goods or services

Grant Writer: research, writing, review, and application support for specific grants

Grant Manager: support across grant lifecycle, including post-award management, compliance, and staff training.

Grant Program Officer/Program Liaison: serves as direct contact for applicants and awardees on behalf of the grantmaking program

Federal Grant Technical Assistance: programs, processes, and resources that provide targeted support to help communities and organizations access and deploy federal funding to deliver results

Prime Recipient: receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program

Subrecipient: receives a subaward from a pass-through entity (usually a prime recipient) to carry out part of a Federal program

WEBSITES

Grants.gov: official government website to create, search, and apply for federal grants and funding opportunities.

Sam.gov: government registry for any vendor/awardee doing business with the Federal government; requires registration and annual renew.

ASAP.gov: electronic system federal agencies use to quickly and securely transfer money to recipient organizations.

ACRONYMS

ASAP = Automated Standard Application for Payments

CEJEST = Climate & Environmental Justice Screening Tool

FOA = Funding Opportunity Announcement

IIJA (BIL) = Infrastructure Investment and Jobs Act (aka the Bipartisan Infrastructure Law)

IRA = Inflation Reduction Act

J40 = Justice40 Initiative

NOFO = Notice of Funding Opportunity

NOI = Notice of Intent

RFA = Request for Application

RFI = Request for Information

RFP = Request for Proposal (for contracts)

SAM = System for Award Management

UEI = Unique Entity ID

FIND FEDERAL GRANTS



← → ↻ 🏠 grants.gov/search-grants

An official website of the United States government [Here's how you know](#)

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

Help | Regi

Home Learn Grants Search Grants Applicants Grantors System-To-System Forms Connect Supp

SEARCH GRANTS

?

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SORT BY:

OPPORTUNITY STATUS:

Forecasted (0)

Posted (12)

Closed (8)

Archived (873)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (9)

Grant (6)

ELIGIBILITY:

All Eligibilities

Others (see text field entitled "Additional Information on Eligibility" for clarification) (12)

CATEGORY:

All Categories

Environment (12)

Infrastructure Investment and Jobs Act (IIJA) (1)

AGENCY:

All Environmental Protection Agency [EPA] (13)

All Institute of Museum and Library Services [IMLS] (7)

All Millennium Challenge Corporation [MCC] (3)

+ All National Aeronautics and Space Administration [NASA] (97)

All National Archives and Records Administration [NARA] (5)

All National Endowment for the Arts [NEA] (3)

All National Endowment for the Humanities [NEH] (35)

Opportunity Number	Opportunity Title
EPA-R-OEJECR-OCS-23-04	Environmental and Climate Justice Community Change Grants Program
EPA-R1-SNEP-2024-NETWORK	SNEP Technical Assistance Network Federal Fiscal Years 2025-2029
EPA-R-OAR-CPP-24-05	Clean Ports Program: Climate and Air Quality Planning Competition
EPA-R-OAR-CPP-24-04	Clean Ports Program: Zero-Emission Technology Deployment Competition
EPA-I-OLEM-OBLR-24-01	FY24 GUIDELINES FOR TECHNICAL ASSISTANCE TO EXISTING AND POTENTIAL BROWNFIELDS REVOLVING LOAN FUND GRANT RECIPIENTS
EPA-OLEM-R10-NC-24-01	CONTAMINATED ALASKA NATIVE CLAIMS SETTLEMENT ACT LANDS ASSISTANCE PROGRAM
EPA-I-R4-GM-2023	Healthy and Resilient Gulf of Mexico 2023 BIL
EPA-R-OAR-CPRGT-23-09	Climate Pollution Reduction Grants Program: Implementation Grants Competition for Tribes and Territories
EPA-R-OAR-CPRGI-23-07	Climate Pollution Reduction Grants Program: Implementation Grants (General Competition)
EPA-R-OAR-APS-24-02	Grant Funding to Address Indoor Air Pollution at Schools
EPA-G2024-ORD-A1	Environmental Research Apprenticeship Program for College and University Students
EPA-REGIONS-LCRD-2024-01	FY2024- FY2025 Regional Source Reduction Assistance Grants

FIND IMPORTANT GRANT DETAILS

← → ↻ grants.gov/search-results-detail/351071

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VIEW GRANT OPPORTUNITY

EPA-R-OEJECR-OCS-23-04
Environmental and Climate Justice Community Change Grants Program
Environmental Protection Agency
Environmental Protection Agency

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

General Information

Document Type: Grants Notice
Funding Opportunity Number: EPA-R-OEJECR-OCS-23-04
Funding Opportunity Title: Environmental and Climate Justice Community Change Grants Program
Opportunity Category: Discretionary
Opportunity Category Explanation:
Funding Instrument Type: Cooperative Agreement
Category of Funding Activity: Environment
Category Explanation:
Expected Number of Awards: 170
CFDA Number(s): 66.616 -- Environmental and Climate Justice Block Grant Program
Cost Sharing or Matching Requirement: No

Version: Synopsis 1
Posted Date: Nov 21, 2023
Last Updated Date: Nov 21, 2023
Original Closing Date for Applications: Nov 21, 2024
Current Closing Date for Applications: Nov 21, 2024
Archive Date: Dec 21, 2024
Estimated Total Program Funding: \$ 2,000,000,000
Award Ceiling: \$20,000,000
Award Floor: \$

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)
Additional Information on Eligibility: See Section III of the funding opportunity announcement for eligibility information.

Additional Information

Agency Name: Environmental Protection Agency

Description: The Environmental and Climate Justice Community Change Grant program (Community Change Grants), created by the Inflation Reduction Act, offers an unprecedented \$2 billion in grants under this Notice of Funding Opportunity (NOFO). The Community Change Grants will fund community-driven projects that address climate challenges and reduce pollution while strengthening communities through thoughtful implementation. This historic level of support will enable communities and their partners to overcome longstanding environmental challenges and implement meaningful solutions to meet community needs now and for generations to come. There will be two tracks of funding under this opportunity. Track I will fund approximately 150 large, transformational community-driven investment grants of \$10 million - \$20 million. Track II will fund approximately 20 meaningful engagement grants of \$1 million - \$3 million. Grants cannot exceed 3-years in duration. Please review the NOFO for further information about the exciting opportunities under the Community Change Grants program and details about the application process.

Link to Additional Information:

Grantor Contact Information: If you have difficulty accessing the full announcement electronically, please contact:

CCGP@epa.gov

CCGP@epa.gov

IS THIS GRANT FOR US? 9 QUESTION CHECKLIST



IS THIS GRANT FOR US? 9 QUESTION CHECKLIST

PROMPTS TO HELP YOU REVIEW THE FUNDING OPPORTUNITY CLOSELY

- ELIGIBILITY** - Are we legally eligible?
- REQUIREMENTS** - Can we meet all of the grant requirements?
- DATES & DEADLINES** - Can we meet each key date & deadline?
- ALIGNMENT TO GRANT** - Are we closely aligned to the grant's objectives and priorities?
- ALIGNMENT TO PROJECT** - Is this a well-fit opportunity for our priority projects & goals?
- COMPETITIVENESS** - Will we competitively meet the specific scoring criteria?
- FEASIBILITY** - Are the application demands feasible for us to commit to?
- SUPPORT & PARTNERSHIP** - What types of assistance or partnership do we need?
- EXAMPLES** - In reviewing past grantees & applications, how do we fare?



GRANT ASSESSMENT CHECKLIST 

FIND GRANTS & COMMUNITY DATA

13 GRANT DATABASES

1. [Grants.gov](#)
2. [EPN Funding Page](#)
3. [Justice40 Accelerator Funding Tracker](#)
4. [Open Grants](#)
5. [EPA: Air, Brownfields, Education & Environmental Justice Grants](#)
6. [CA Grants Portal](#)
7. [Funding Resource - For CA Communities](#) (Spanish available)
8. [CA Climate & Energy Collaborative](#)
9. [Governor's Federal Grant Guidebook](#)
10. [CA Community & Place-Based Solutions Funding Opportunities](#)
11. [Governor's Office of Planning and Research - Grant Clearinghouse](#) (e-newsletter)
12. [CA Climate Investments - Funding for Nonprofits](#)
13. [CA State Programs for Climate-Related funding tracker](#)

DATA

- EPA Disadvantaged Communities Map**
[website](#)
- Climate & Environmental Justice Screening Tool**
[website](#)
- EPA EJ Screen**
[website](#)
- CA Air Resources Board**
[website](#)
- CalEnviro Screen**
[website](#)
- CA Open Data Portal**
[website](#)
- Justice40 Datasets (by issue)**
[website](#)

MORE GRANTS FOR CA AIR PROJECTS



Example Grant 1: Community Air Resources Board Community Air Grants

Grants up to \$300,000

Cycle 5 Opening this Summer



Example Grant 2: Adaptation Planning Grant Program

\$100,000 and \$650,000

Round 2 open now! Deadline June 3rd, 2024



Example Grant 3: Regional Resilience Planning & Implementation Grant Program

\$500,000-\$3M

Round 2 expected to open Spring or Summer 2024

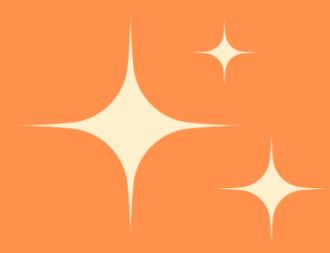
PRO-BONO SUPPORT



Lauren Halili

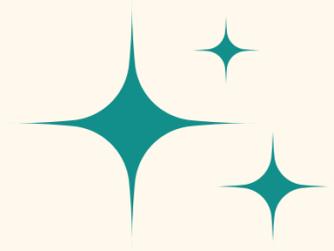
SDSU Center for Community
Energy and Environmental Justice
Region 9 TCTAC

SAM.Gov Office Hours every other Wed 2-3pm ET
Sign up and learn more [here](#)



SCOPING YOUR PROJECT





IMAGINE...

each federal grant is a recipe with
step-by-step instructions.

ASK...

What ingredients do we have?

What ingredients do we need?



OUR COMMUNITY

OUR ORG & PROJECT

GRANT OPPORTUNITY

- What/Who We Wish to Protect
- Issues We Experience
- How Issues Impact Us
- Changes We Wish For
- What We Desire to Do
- What Resources are Needed

- What/Who Our Project Will Serve
- Issues Our Project Will Address
- How Issues Impact Us
- Changes Our Project Will Create
- Project Workplan & Activities
- What Resources are Needed

- Targeted Reach/Area
- Focus Issue Areas
- Needs Statement
- Measuring Outcomes
- Objectives & Work Funded
- What Resources are Offered

Ingredients:

What We Have
What We Need



Ingredients:

What We Have
What We Need



Recipe & Instructions:

What We Have
What is **Required**



SCOPE YOUR PRIORITY PROJECTS



PROJECT SCOPING CHECKLIST >>>

MORE RESOURCES



[YOUR COMMUNITY'S JOURNEY: QUESTIONS & PROMPTS](#)



[PROJECT SNAPSHOT](#)



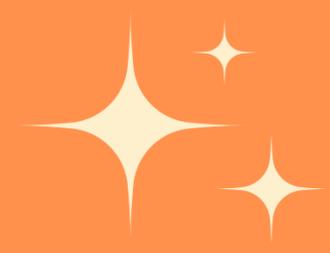
[COMMUNITY-DRIVEN PLANNING RESOURCES
\(PEOPLES' CLIMATE INNOVATION CENTER\)](#)



PROJECT SCOPING CHECKLIST

PROMPTS TO HELP YOU SCOPE YOUR PROJECT

- COMMUNITY STRENGTHS & ISSUE AREAS** - How will this project serve/protect your community and what issues will it address?
- PROJECT GOALS & OUTCOMES** - How will your community benefit from this project? What will be accomplished & improved?
- APPROACH & ACTIVITIES** - What will you do during this project and what approaches will you take?
- WORKPLAN & EVIDENCE-BASED PRACTICES** - Who is involved, and how will they implement the work?
- TIMELINE** - What is the start date, milestones, and completion date?
- QUALIFICATIONS, STAFF & PARTNERS** - What are everyone's responsibilities and experiences, and how will you coordinate decisions and manage the project?
- PERFORMANCE METRICS & REPORTING** - How will you track, measure and report progress, challenges, and outcomes?
- BUDGET** - What are your project's direct & indirect costs?



GRANT WRITING TIPS



COLLABORATIVE GRANTS CHECKLIST



COLLABORATIVE GRANTS CHECKLIST >>>

COLLABORATIVE GRANTS CHECKLIST
PROMPTS TO HELP TEAMS ASSESS COLLABORATIVE PARTNERSHIPS & PROCESS

- INITIAL ALIGNMENT, FIT, & FEASIBILITY**
 - ASSESS VISION & MISSION ALIGNMENT**
Compare the vision of each potential partner: what elements of vision do you share?
 - VALUED & POSITIVE NORMS**
Assess and weigh the values and desired norms of each organization; is it a good fit?
 - STAGE-BY-STAGE SUCCESS**
What does success look and feel like at each stage of the grant and partnership?
 - COMMITMENT & ENGAGEMENT**
Is there a clear commitment and understanding of engagement required across stages?
 - GOVERNANCE & DECISION-MAKING**
How will both large group and individual organization decisions be made? Using what processes, agreements, and systems. What is the approach and process for feedback and conflict resolution?
- ORG & INDIVIDUAL ROLES, EXPERIENCE, EXPERTISE & NEEDS**
 - GROWING THE TEAM**
Who are the agreed upon partners and what other entities should be invited to possibly join?
 - QUALIFICATIONS, STAFF & PARTNERS**
What are everyone's responsibilities, experiences, and skills? What will each person contribute to the process and to the success of the application? Success of the grant program?
- APPLICATION MANAGEMENT & WRITING**
 - COORDINATED SYSTEMS & WORKFLOW**
What systems can be established to manage collaboration and sync existing workflows?
 - WORK PLAN COHESION + AGREEMENT**
Is there high potential for work plan and project narrative cohesive and agreement?
 - BUDGET COHESION + AGREEMENT**
Is there high potential for work plan and project narrative cohesive and agreement?
 - PERFORMANCE METRICS & REPORTING AGREEMENT**
Is there high potential for cohesion and agreement on how metrics and evaluation will be conducted?

COLLABORATIVE GRANTS: INDIVIDUAL ROLES
EXAMPLE INDIVIDUAL ROLES + RESPONSIBILITIES

COLLABORATIVE GRANTS: ORGANIZATION ROLES



GRANT WRITING TIPS

COMPETITIVE | CLEAR | COMPELLING & CONVINCING | CONCISE | ACHIEVABLE

BEFORE WRITING A GRANT



ASSESS ORG READINESS

Use this [org checklist](#) to get ready for public funding.



ASSESS GRANT FIT

Review this [9-question checklist](#) to help you weigh a grant opportunity.



DEFINE PROJECT

Use this [checklist](#) to refine your project scope and details.

1 COMPETITIVE

THINK LIKE A REVIEWER.

- Remember your proposal is reviewed and critiqued by a real person with a specific scoring sheet, their own experiences, and an attention span.
- A highly competitive proposal will convince the reviewer you are aligned to program objectives, meet all requirements, and highly capable of fulfilling the work.

LIST OUT EACH REQUIREMENT. THIS IS YOUR LIST OF INSTRUCTIONS.

- Write a list of every content-based requirement
- Write a list of each submission-based requirement (registrations, page count, font size, submission process, etc.)
- Align your proposal to the requirements and follow the instructions from start to submission.

2 CLEAR

CLEAR WORDED SENTENCES.

- Clearly state the problem, solutions, and how the work will be accomplished on time and within budget.
- Clearly state how your proposal aligns to the agency objectives and requirements.

CLEARLY ORGANIZED APPLICATION.

- Use clear and simple headings and subheadings.
- The reviewer should easily match each writing section to the sections and requirements in the NOFO.

CLEARLY RELEVANT INFORMATION.

- Only include information that is clearly and directly pertinent to the RFP or NOFO.

3 COMPELLING & CONVINCING

WRITE TO COMPEL.

- compel: evokes a strong interest or positive affect amongst reviewers; write a cohesive narrative that uses elements of powerful, truthful storytelling.

WRITE TO CONVINC.

- convince: your proposal offers a **clear, concise, and compelling** case that it is highly **competitive and achievable**, and therefore should be awarded.

4 CONCISE

EVERYTHING YOU NEED, NOT A WORD YOU DON'T.

Concise doesn't mean leaving out essential data, evidence, or details. It means deleting extra words or sentences that confuse, over-complicate, repeat, or detract.

SAY IT CLEARLY ONCE & DON'T REPEAT.

No need to restate this.

WRITE SENTENCES OF VARIOUS LENGTHS. BREAK UP THE RUN-ONS.

Concise writing requires a varied flow of sentence lengths. Why? It helps us process information.

5 ACHIEVABLE

THINK: DOABLE IMPLEMENTATION

Write the logic model and work plan clearly and from the perspective of those responsible for implementing the work. Be aspirational yet realistic in what you include.

THINK: ACTUAL COMMUNITY BENEFIT

Write the grant work plan, outputs and outcomes from the perspective of the community members and groups you intend to engage and benefit. What is going to happen, how well, and in what timeframe.

THINK: REQUIRED EVALUATION

Develop the budget, grant metrics, evaluation and compliance plan from the perspective of an evaluator, auditor, and/or compliance officer. Include only what is allowable, reasonable, allocable. Explain how you will measure and report impact.



IMPORTANT STEPS *BEFORE* YOU WRITE THE GRANT

THINGS TO DO BEFORE YOU GO ALL-IN ON GRANT WRITING

LET'S LEARN BY DOING!

EXAMPLE: EPA MAKING SENSE OF AIR POLLUTION DATA TO INFORM DECISIONS IN UNDERSERVED COMMUNITIES (2024)

TYPE OF GRANT

- federal grant program
- discretionary/competitive

AGENCY & ELIGIBILITY

- Environmental Protection Agency
- Nonprofits are eligible

WHERE TO FIND

- Grants.gov
- EPA website

1

READ NOFO (NOTICE OF FUNDING OPPORTUNITY)

[website](#) | [read NOFO](#)

2

WATCH WEBINAR
READ FAQs

[webinar slides](#)

3

READ FAQ

[FAQs](#)

4

EXAMINE SCORING CRITERIA CHECKLIST

[How to Create a Scoring Criteria Checklist](#)

5

BRAINSTORM PROPOSAL, PROJECTS & QUESTIONS

[Project Scoping Checklist](#)

6

EMAIL OR CALL GRANT PROGRAM CONTACT

[NOFO Agency Contacts](#)
[Grants.gov](#)

7

FIND PARTNERS & TECHNICAL ASSISTANCE

[Public Funding Resources](#)

MORE GRANT WRITING RESOURCES:

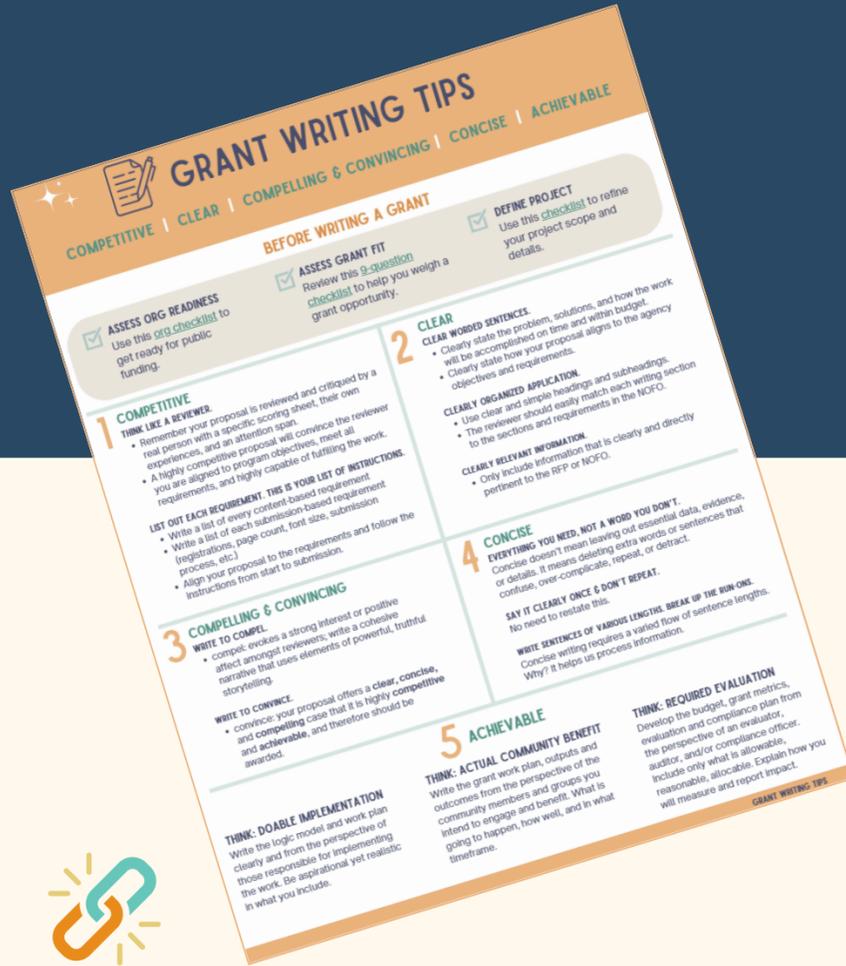
[Grant Writing Tips](#), Michael Fields Agricultural Institute & [General Grant Writing Tips](#), NIFA

7 STEPS TO CONSIDER BEFORE WRITING A GRANT:

1	READ NOFO (NOTICE OF FUNDING OPPORTUNITY)	website read NOFO
2	WATCH WEBINAR READ FAQs	webinar slides
3	READ FAQ	FAQs
4	EXAMINE SCORING CRITERIA CHECKLIST	How to Create a Scoring Criteria Checklist
5	BRAINSTORM PROPOSAL, PROJECTS & QUESTIONS	Project Scoping Checklist
6	EMAIL OR CALL GRANT PROGRAM CONTACT	NOFO Agency Contacts Grants.gov
7	FIND PARTNERS & TECHNICAL ASSISTANCE	Public Funding Resources



3 ASSESSMENTS BEFORE WRITING A GRANT:



ASSESS ORG READINESS
Use this [org checklist](#) to get ready for public funding.



ASSESS GRANT FIT
Review this [9-question checklist](#) to help you weigh a grant opportunity.



DEFINE PROJECT
Use this [checklist](#) to refine your project scope and details.



GRANT WRITING TIPS:

COMPETITIVE

CLEAR

CONCISE

ACHIEVABLE

COMPELLING

CONVINCING

Write a **clear**, **concise**, **compelling**, and **achievable** proposal that meets a **competitive** tier of excellence and therefore...a **convincing** proposal to to be awarded.

(hooray!)



GRANT WRITING TIPS
COMPETITIVE | CLEAR | COMPELLING & CONVINCING | CONCISE | ACHIEVABLE

BEFORE WRITING A GRANT

- ASSESS ORG READINESS**
Use this [org checklist](#) to get ready for public funding.
- ASSESS GRANT FIT**
Review this [9-question checklist](#) to help you weigh a grant opportunity.
- DEFINE PROJECT**
Use this [checklist](#) to refine your project scope and details.

1 COMPETITIVE
THINK LIKE A REVIEWER.

- Remember your proposal is reviewed and critiqued by a real person with a specific scoring sheet, their own experiences, and an attention span.
- A highly competitive proposal will convince the reviewer you are aligned to program objectives, meet all requirements, and highly capable of fulfilling the work.

LIST OUT EACH REQUIREMENT. THIS IS YOUR LIST OF INSTRUCTIONS.

- Write a list of every content-based requirement
- Write a list of each submission-based requirement (registrations, page count, font size, submission process, etc.)
- Align your proposal to the requirements and follow the instructions from start to submission.

2 CLEAR
CLEAR WORDED SENTENCES.

- Clearly state the problem, solutions, and how the work will be accomplished on time and within budget.
- Clearly state how your proposal aligns to the agency objectives and requirements.

CLEARLY ORGANIZED APPLICATION.

- Use clear and simple headings and subheadings.
- The reviewer should easily match each writing section to the sections and requirements in the NOFO.

CLEARLY RELEVANT INFORMATION.

- Only include information that is clearly and directly pertinent to the RFP or NOFO.

3 COMPELLING & CONVINCING
WRITE TO COMPEL.

- compel: evokes a strong interest or positive affect amongst reviewers; write a cohesive narrative that uses elements of powerful, truthful storytelling.

WRITE TO CONVINCE.

- convince: your proposal offers a clear, concise, and compelling case that it is highly competitive and achievable, and therefore should be awarded.

4 CONCISE
EVERYTHING YOU NEED, NOT A WORD YOU DON'T.
Concise doesn't mean leaving out essential data, evidence, or details. It means deleting extra words or sentences that confuse, over-complicate, repeat, or detract.

SAY IT CLEARLY ONCE & DON'T REPEAT.
No need to restate this.

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GRANT WRITING TIPS

GRANT RECIPE & INSTRUCTIONS = BREAKDOWN OF EACH REQUIREMENT STATED IN NOFO + SCORING CRITERIA

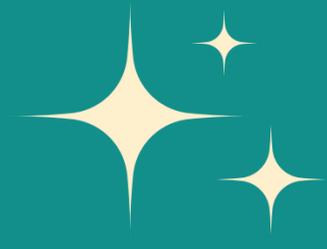
EXAMPLE: HOW TO CREATE A SCORING CRITERIA CHECKLIST



(This is an example of how to breakdown the application review information of a grant opportunity. The example here is the 2024 U.S. EPA Air Quality Information: Making Sense Of Air Pollution Data To Inform Decisions In Underserved Communities Overburdened By Air Pollution Exposures)

Instructions:

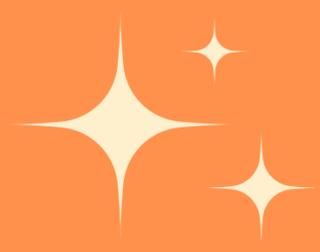
- 1) highlight key information in blue
- 2) highlight review sections in neon yellow
- 3) highlight each requirement that will be scored in yellow
- 4) **Create outline of scoring criteria**
- 5) Be sure to share this scoring criteria with application team members, partners, and grant writers.
- 6) Reference this scoring checklist and outline frequently. Use it as a benchmark of grant writing progress and a key tool for your final review process.



**CELEBRATING
YOUR WINS!**



PRE AND POST- AWARD COMPLIANCE



PRE- AWARD PHASE 2 (NEGOTIATE & FINALIZE)



Receive Notice of Award

You'll be notified if you received the grant. If not awarded, you can request a debrief.



Negotiate Grant Terms

If awarded, negotiate final budget and terms and submit required paperwork. Work directly with your program officer.



Grant Agreement Finalized

Congratulations! It's official! Your agreement date is the start of your grant performance period.



ADMINISTRATIVE CAPACITY

- Programmatic capability- past performance in successfully completing and managing federally and/or nonfederally funded assistance agreements similar in size, scope, and relevance to the proposed project
- Can result in Special Award Conditions

Reference:

- [Administrative Capability Form](#)

FINANCIAL MANAGEMENT

- Accounting
- Internal Controls
- Allocatable Payroll Costs
- Subrecipients/Subawards vs Contracts
- Indirect Costs
- Record Keeping
 - Grant Files

Reference:

- Updated ([OMB](#)) [Uniform Administrative Requirements](#) (effective October 1, 2024)

POLICIES

- Conflict of Interest
- Travel Policy
- Personnel Management
- Property Management
- Procurement

References:

- [Federal Policy Examples](#)
- [EPA's Best Practice Guide for Procuring Services Supplies and Equipment](#)

POST-AWARD PHASE 3 (MANAGE & REPORT)



Financial & Internal Controls

Policies, systems, and processes in place to ensure adherence to agreement and Uniform Guidance.

1



Program Implementation

Carrying out the work plan and activities for the timeframe detailed in your agreement.

2



Compliance & On-Time Reporting

You'll regularly report progress, spending, and performance metrics to the agency monitoring your grant award.

3



Audit

Self-reported audits or a single audit depends on factors such as award amount.

4



Closeout

Submit final financial and programmatic reports to complete and closeout the grant!

5

FIND TECHNICAL ASSISTANCE

TA PROVIDERS

Pre-Award:

- [Bay Air Center](#)
- [Urban Sustainability Directors Network](#)
- [Direct Support: Region 9 EPA EJ Coordinator](#)
- [Climate Program Portal](#)

Pre and Post-Award:

- [CCEEJ, Region 9 TCTAC](#)
- [Environmental Protection Network](#)
- [Justice40 Accelerator Equity-centered TA Partner Directory](#)

TOOLS

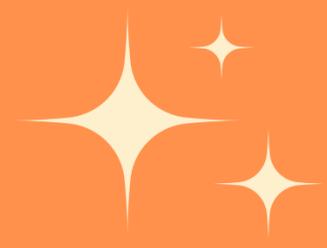
PUBLIC FUNDING RESOURCES GUIDE

Evergreen Videos

- Find public grants
- Review a NOFO and plan your application timeline
- Access technical assistance

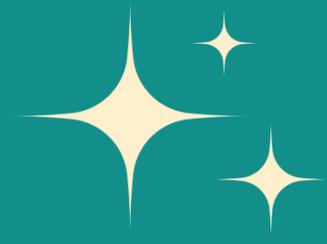
Examples

- Conflict of Interest Policy
- Fiscal Controls
- Procurement Policy
- Travel Policy
- Sample Grant Workplan (EPA Air Data Grant)



QUESTIONS

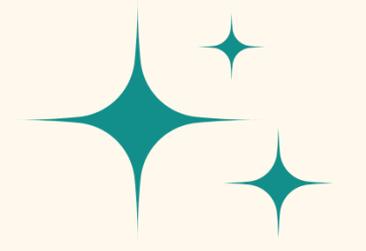




WORKSHOP FEEDBACK & CLOSE

[EVALUATION SURVEY LINK](#)





Thank you!



Questions
Air District Contact

