



EPA
REGION 9

GRANT WRITING

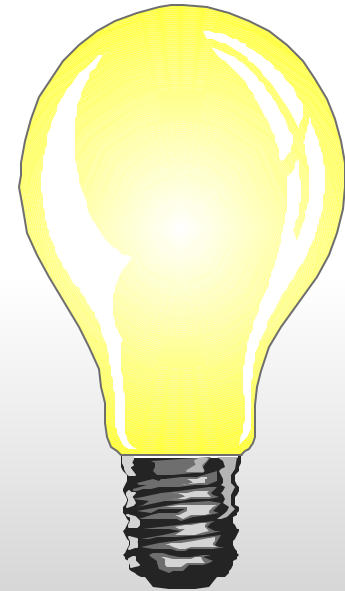
Tips from "INSIDE" the Agency

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US EPA, P2 Team
*WRPPN, Grant Writing
Tutorial*
October 24, 2001



Before You Submit Your Proposal

- Know YOUR Needs
- Build Relationships
- Float Ideas
- Make Connections
- Pick the Right Funding Source



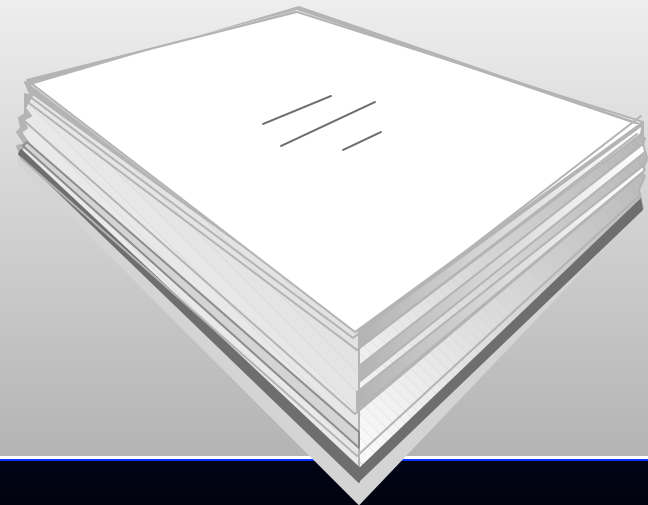
Grant Writing Fundamentals

- Place Yourself in the Shoes of the Reviewer
 - Organize your proposal according to the RFP
 - Make your proposal clear and easy to understand
 - Don't assume the reviewer knows anything about your or your proposal
 - Think of your proposal as a written interview



The Basic Proposal

- WHO: Introduce your organization
- WHERE: Put yourself on the map
- WHY: What is the problem
- WHAT: Project outline
- HOW MUCH: \$\$\$



Project Outline

■ Title

- Provide a descriptive name

■ Goals

- Your general, long-term vision

■ Objectives

- Specific measurable outcomes

■ Activities

- Detailed activities linked to a project schedule



Project Outline Cont.

■ Expected Outcomes

- Project results, deliverables, ultimate impact

■ Measurable Results & Evaluation

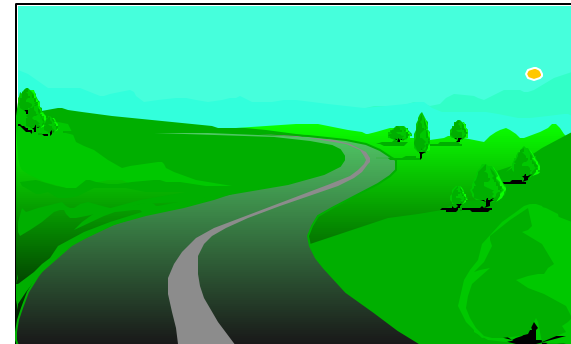
- What are the achievable short- and long-term objectives?
- How will you measure and evaluate how well the project meets its objectives? Use qualitative and quantitative measures.

Project Outline

continued

■ Vision/Next Steps

- How will you market and disseminate your results?
- What is your vision beyond this project
- How will the project continue after the grant ends



The Budget

■ Be Specific

- Round to dollars or tens
- Include explanatory notes

■ Budget "Red Flags"

- Unexplained high costs for:
 - travel
 - contractors
 - equipment
 - indirect costs



Details, Details, Details

■ Style & Format

- Organize according to the RFP
- Respond to specific program criteria
- Keep it easy to read. Not an academic paper.
- Use standard margins and headings

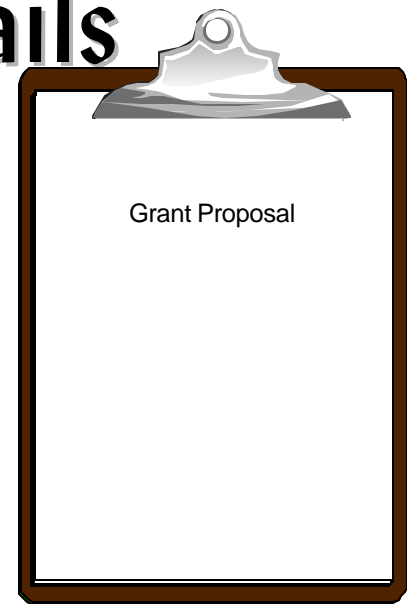


■ Attachments

- Letters of Commitment
- Use discretion when including additional attachments

Details, Details, Details

continued



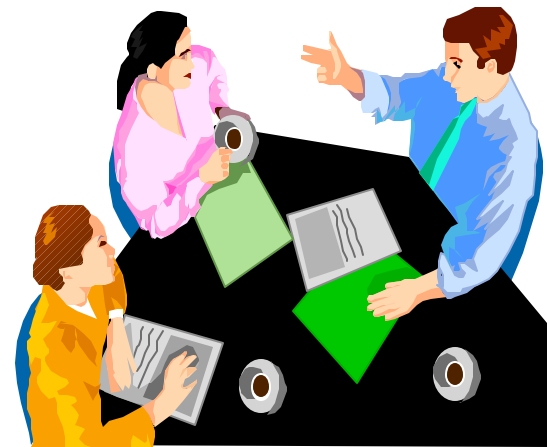
■ Presentation Matters

- Meet the deadline
- Check grammar, spelling, and typos
- Stay within the page limit
- Don't rely on cover letters to convey important information
- Pay attention to funding categories and apply to the right one
- Use double-sided, recycled paper

The Review Process

■ Type of Review

- Regional, National, Outside reviewers?



■ Key Reviewer Questions

- Does the project address a clear and significant problem?
- Appropriate stakeholders involved?
- Is the project transferable?
- Is the project a good fit for the program?

After the Review

■ Unsuccessful Applicants

- Ask for feedback and/or copies of the reviewer score sheets

■ Successful Applicants

- Develop a good working relationship with the grant coordinator
- Expect more paperwork. Submit timely reports
- Communicate



Grant Resources

Grant Writing Tutorial

<http://www.epa.gov/seahome/grants/src/grant.htm>

EPA Region 9 Funding Sources

<http://www.epa.gov/region09/funding/index.html>

Federal Register

<http://www.epa.gov/fedrgstr/search.htm>

Application Forms

<http://www.epa.gov/opptintr/ejp2/appforms.htm>

Pollution Prevention Grants in Region 9

- Pollution Prevention Incentives for States (PPIS)

- ▲ RFP usually published in December

- ▲ Deadline sometime in February or March

- P2 Discretionary Grants

- ▲ Variable Amounts

- Unsolicited proposals welcome anytime
1-2 pages only.

