

How to Prepare A Grant Proposal to the California State Council on Developmental Disabilities

Module 2: Project Narrative Introduction

Before We Get Started

California State Council on
Developmental Disabilities = **SCDD**

Intellectual and Developmental
Disabilities = **I/DD**

Request for Proposal = RFP

About the Training Modules

1. Designed to help you understand the grant writing process
2. Provide guidance to complete the application for SCDD RFP for Cycle 43

Produced and Presented by

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- The University of Southern California (USC), University Center for Excellence in Developmental Disabilities
- The Center for Excellence in Developmental Disabilities at the MIND Institute (CEDD), University of California Davis

DISCLAIMER

- This training does NOT replace the SCDD RFP Application and Instructions for the Cycle 43 Grants Program
- Taking this training does NOT give you an advantage in the grant review process

So Where Are We So Far?

1. Getting Ready to Write the Proposal
- 2. Project Narrative**
3. Outcome Measures and Evaluation
4. Budget
5. Required Attachments for the Completed Proposal

Module 2

Project Narrative

Introduction

Section 2a: Abstract, Qualifications,
and Collaboration

Section 2b: Methodology

Section 2c: Target Population, Staff
Roles and Responsibilities

Section 2a

Abstract, Qualifications, and Collaboration

Project Narrative

- SCDD requires specific information for the Project Narrative
- Project Narrative Form
- Follow along with the Project Narrative Form

Before You Start Writing the Project Narrative

REVIEW:

- The RFP guidelines
- The 5 Content Areas of the Project Narrative Form
- The Goal and Objectives for the Regional Office where you are applying

Proposal Format

The application requires a specific format for the Project Narrative Form:

- Arial 14 font black
- 1-inch page margins
- A maximum of 10-pages of text

The 5 Parts of the Project Narrative Form

1. Abstract
2. Qualifications
3. Collaboration
4. Methodology
5. Outcome Measures and Evaluation

The Abstract

- No more than a one paragraph summary
- Identifies your organization and collaborators
- Issue, problem or need for the project
- Goal of the project, major activities and deliverables
- Impact on people with I/DD

Qualifications

- Overview of your organization and its mission
- Who you serve
- Experience with people with I/DD
- Staff expertise, programs, and activities

Collaboration

- Identify your collaborators
- Describe their specific role and responsibilities in your project
- All collaborators must submit a letter of support with original signatures

Section 2b Methodology

Methodology

- Approach for achieving your outcomes
- Target audience is clearly described
- How you will impact underserved communities and cultural diversity
- Describes your deliverables, data collection and assessment procedures

Approach

- What, How, and Why
- Promising or best practice
- Guided by a framework
- Regional or statewide impact
- Project consistency with SCDD's mission

Promising Practice

- Successful in at least one program or setting
- Makes a current practice better,
- Likely to lead to better outcomes for people with DD
- May benefit other agencies and programs

Best Practice

- Is a proven strategy
- Has research studies showing that it works
- Has good outcomes when it is tested
- Shown to work in several agencies, settings, or groups of people

Conceptual Framework

- Shows how your activities are linked to goals and outcomes
- Can be visual or written
- Examples – Guideposts for Success, Promotora Model, Ecological framework

Regional Impact

- Outputs or outcomes that have an impact on the system (or subsystems)
- New or innovative approach that has proven ability to be implemented statewide
- Impact in your region

SCDD's Mission

“The Council advocates, promotes, and implements policies and practices that achieve self-determination, independence, productivity, and inclusion in all aspects of community life for Californians with developmental disabilities and their families”

Section 2c Target Population, Staff Roles and Responsibilities

Target Population

- Who the target population is and why you chose them
 - Demographics, needs, geography
- How the project benefits Californians with IDD through systemic change at the regional level

Target Population Characteristics of Interest

- Underserved communities, culturally diverse communities
 - Communities of Color
 - Primarily non-English speakers
- Living in (a) federally identified poverty area(s) – Exhibit A

Project Staff Roles, Activities and Deliverables

- Show how activities will be carried out, by whom, and its deliverables
- List all staff & contractors, their title, & project responsibilities
- Bi-monthly reporting and evaluation is considered a project activity

Example: Training Specialists

Requires at least Bachelor level, or equivalent experience of working with persons with I/DD for more than 5 years, as well as experience in group teaching and is responsible for conducting all levels of training, ensuring that curricula contents are covered, provide feedback for ongoing development and improvement, conduct pre-, post and program satisfaction surveys, travel to designated training locations and adhere to all policies and established procedures

Project Staff Responsibilities

- Include carrying and reporting the project evaluation and outcomes t
- Workload must be realistic when compared to the budget and amount of time being supported by the project