

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

## **Module 2: Project Narrative Introduction**

### **Before We Get Started**

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

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

Request for Proposal = RFP

## **About the Training Modules**

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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 Tarjan Center at the University of California Los Angeles (UCLA)
- 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**

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- 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?**

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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**

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#### **Introduction**

**Section 2a:** Abstract, Qualifications,  
and Collaboration

**Section 2b:** Methodology

**Section 2c:** Target Population, Staff  
Roles and Responsibilities

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### **Section 2a**

## **Abstract, Qualifications, and Collaboration**

## **Project Narrative**

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- 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**

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### **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**

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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**

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

## **The Abstract**

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- 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**

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

## **Collaboration**

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

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## **Section 2b Methodology**



## **Methodology**

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- 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**

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

## **Promising Practice**

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- 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**

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- 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**

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- 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**

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- 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**

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“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”

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## **Section 2c Target Population, Staff Roles and Responsibilities**

## **Target Population**

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- 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**

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- 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**

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- 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**

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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**

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- 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