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

Module 5



Before We Get Started

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

Request for Proposal = **RFP**

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



About this Training

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

- 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

This training does NOT replace the SCDD RFP Application and Instructions for the Cycle 43 Grants Program

Taking this training does NOT advantage you in the grant review process



So Where Are We So Far?

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



Module 5
Required Attachments for the Completed Proposal

5 Introduction

5a. Required Attachments



Module 5
Section 5a
Required Attachments for the
Completed Proposal



The Complete Application Package

The Proposal Checklist

1. Cover Letter
2. Project Data Sheet
3. Project Narrative
4. Budget Detail Worksheet
5. Continuation of Project (if applicable)
6. Organization Chart



Complete Application Package

7. Curricula Vitae/Resumes and Position Descriptions
8. Previous Grants/Awards
9. Three Letters of Support
10. Proposal Checklist
11. Memorandum of Understanding or Letter of Commitment (if applicable)
12. Documentation of Governing Board Approval (if required)



(1) A Signed Cover Letter From Authorizing Official

1. A one paragraph description of the project
2. An assurance that you can financially support the project until invoices and reimbursements are processed
3. A required statement of agreement to the terms and conditions and that you will carry out your project as described in your proposal



(2) Project Data Sheet

- Is a form that is included with the RFP or on the SCDD website
- Form asks for proposer's information, project information and contact information
- Signed by the person in your organization who has the legal authority to enter into a contract



(3) Project Narrative

The Project Narrative is detailed in Module 2

- Abstract
- Qualifications
- Collaboration
- Methodology
- Outcomes and Evaluation



(4) Budget Detail Worksheet

- This is an excel spreadsheet where you list and calculate all project costs
- Details for its completion are in Module 4



(5) Continuation of Project

- Is an optional section of the proposal that you include if you know that you intend to continue the project after the grant period is over
- Indicate the source of funds for continuation
- Add as a separate letter or in the Outcomes and Evaluation Section



(6) Organization Chart for the Project

- Provide an organizational chart for the proposed project only that includes any subcontractors
- List the names and position titles of all project staff and sub-contractors you listed on the Budget Detail Worksheet



(7) Curriculum Vitae/Resumes and Duties

- A Curriculum Vitae (CV) or Resume for all personnel listed budget
- Include
 - A Duty Statement
 - Relevant licenses or credentials
- If staff has not been hired, provide a position description



(8) Previous Grants or Awards Over the Last 2 Years that Benefit People with I/DD

Provide a list organized by:

Name of Project

Funding Source

Contact Person

Telephone Number Amount
of the Grant/Award



(9) Letters of Support

A minimum of 3 letters of support from 3 different entities

- Any collaborators working on the project who are not funded off the project
- One letter should be someone with recognized expertise related to the project



Letters of Support

The letters of support should address:

1. Familiarity with the proposer
2. Support for the project being proposed

Each letter must include the company/individuals name, address, contact person and phone number



Letters of Support

Note: Letters of support may not be provided by SCDD Council members and staff, state department appointees, or entities who will receive funding from the project



(10) The Proposal Checklist

- Is a checklist with all of the required attachments that we are reviewing
- Must be included as one of your attachments



(11) Memorandum of Understanding or Letter of Commitment (If Any)

- This is only for those projects that require a formal agreement with another entity in order to carry out the work of their project
- This may pertain to the use of funds, use of facilities or access to a program, school or other entity
- It may also pertain to the coordination between agencies to achieve the aims of the project



(12) Governing Board of Approval (If Necessary)

- Some organizations have a governing board that must approve the application or acceptance of the award
- If yes, please provide the proof of such approval with the application

