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

Module 1

March 2020

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Before We Get Started

California State Council on
Developmental Disabilities = SCDD
Request for Proposal = RFP
Program Development Grant = PDG
Intellectual/Developmental Disabilities
= I/DD

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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

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Produced and Presented by

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

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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

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So Where Are We So Far?

- 1. Getting Ready to Write the Proposal**
- 2. The Project Narrative**
- 3. Outcomes and Evaluation Plan**
- 4. Budget**
- 5. Required Attachments**

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Module 1
Getting Ready to Write the Proposal

Introduction

1a. Grants 101

1b. Prewriting/Preparation

1c. What is in the PDG Cycle 43 RFP?

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Section 1a:

Grants 101

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What is a Grant?

- Funding for a particular purpose
- Provided by federal, state and local government or foundations
- The entity providing funding is called **'the funder'**.
- 'Funding priorities'

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What is a Grant?

- A good idea is essential to a strong grant proposal,
 - but it isn't enough

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The RFP:

Your Guide to the Grant Application

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The RFP Tells You:

- The history of the funding
- The priorities of the funding
- Who can apply
- General Information including
 - How to get more information
 - Important dates

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The RFP Tells You:

- The Requirements for The Grant:
 - Sections to be included
 - Format
 - Length
 - Required attachments

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The RFP Tells You:

- How to submit the proposal
- How the proposals will be scored
- A checklist for all sections of the proposal

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The RFP Tells You:

- Funder's Priority Area(s)
- Date of Submission
- Amount of Funding

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Section 1b:

Prewriting/Preparation

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What is Prewriting?

- Work you do before you start writing the grant
- It is very important to be familiar with the requirements
 - You do this in the prewriting phase

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General Tips for a Successful Proposal

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General Tips

- Read the RFP
- Know the Funding Agency
- Use a highlighter to note important parts of the RFP
- Make a grant writing checklist
- Use the language they use

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General Tips

- Review their scoring criteria
- Pay attention to page limits
- Make it easy to navigate your proposal
- Proofread and edit your grant
- Get it in on time

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Preparing for a Successful PDG Cycle 43 Proposal

- Know your region
- Develop a timeline
- Assemble your writing team
- Ask questions and get information
- Use the provided checklist
- Check the SCDD website

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Putting Together a Grant Writing Team

- Grants can be written by 1 person or a team
 - Your team may consist of
 - Staff/volunteers at your agency
 - Sub-contactors
 - A professional grant writer

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Putting Together a Grant Writing Team

- If putting together a team
 - Project lead
 - Everyone on the team

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Section 1b: What is in the PDG Cycle 43 RFP?

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Key Information from the PDG Cycle 43 RFP

- SCDD Goals
 - Regional Applications
 - www.scdd.ca.gov (click on Regional Offices)

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Key Information from the PDG Cycle 43 RFP

- Date of Submission
 - Due on May 20, 2020
- Amount of Funding
 - Up to \$20,000 per region
 - May fund 1 or more grants

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Format for the Proposal

- Submit the proposal correctly
 - Arial 14-point font and
 - 1-inch margins
 - 1 hard copy
 - Complete
 - Use binder clips or paper clips only

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Submission of Application

- Send through the mail or by express delivery (FedEx or UPS)
 - Require a signature if sending by mail (certified mail)
 - Do not send electronically
 - Do not fax

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What is in the PDG Cycle 43 RFP?

- Table of Contents
- Introduction
- Essential Criteria for All Proposals
- Completed Proposals Must Include the Following Elements
- Program Evaluation and Selection Process

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What is in the PDG Cycle 43 RFP?

- Allowable and Non-Allowable PDG Grant Costs
- PDG Proposal Requirements and Timeline
- Funding of Projects
- Notice of Intent to Award Contracts and Protests

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What is in the PDG Cycle 43 RFP?

- Other Terms and Conditions
- Reporting Requirements
- Project Change
- Restrictions on Outside Employment of State Employees

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Table of Contents

- Using the RFP table of content can save you time and energy



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Introduction

- Information about the SCDD
- Laws that govern the SCDD and Program Development Grants (PDG)
- SCDD State Plan
- SCDD priorities and activities
- Where to find more information

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Essential Criteria

- Meet the SCDD State Plan
- Federal definition of I/DD_
<https://www.nichd.nih.gov/health/topics/idds/conditioninfo/default>
- Can't ignore laws/ regulations
- **Proposals must be complete**

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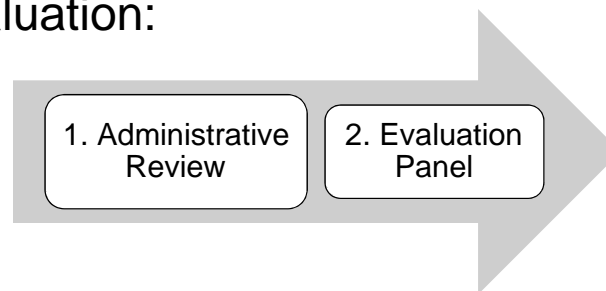
Completed Proposals Must include the Following Elements

- Cover Letter
- Project Data Sheet
- Project Narrative
- Outcomes Measures and Evaluation
- Budget Detail Worksheet
- Required Attachments

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Program Evaluation and Selection Process

- How the proposals are reviewed and scored
- Proposals will go through 2 levels of evaluation:



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How is the Proposal Scored?

- Administrative Review
 - Proposals are reviewed to see if they are:
 - Complete - **all sections** are there
 - Submitted on time - **arrived** at the SCDD office by the due date

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How is the Proposal Scored?

- Evaluation Panel
 - A panel reads and scores the proposals
 - The proposals are scored on several factors
 - Each factor is given a certain possible number of points
 - The total number of points possible is 100 points

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How is the Proposal Scored?

- Read the scoring criteria carefully, this will give you an idea of what SCDD is looking for in a grant proposal

Make sure you cover everything that is covered in each criteria

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Allowable and Non-Allowable PDG Grant Costs

- What the grant funding can and cannot pay for
- **Do not include Non-Allowable items in your budget**

Note: Maximum indirect cost is 10%

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RFP Proposal Requirements and Timeline

- What the proposal must include (requirements) and important dates (timeline)
- Read this section carefully

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Funding of Projects

- Availability of funds
- SCDD doesn't pay for the cost of preparing / writing the proposal
- How projects will receive their funds
- Reporting requirements

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Notice of Intent to Award Contracts and Protests

- How the final decision of which projects to fund will be made
 - Initial list (by July 14, 2020)
 - Protest Period (July 15-25, 2020)
 - Final list (July 28, 2020)

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Other Terms and Conditions

- Terms
 - The start and end dates of the project
 - October 1, 2020 - start
 - September 30, 2021- end

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Other Terms and Conditions

- Conditions refers to other important information including:
 - Patents and Copyrights.
 - Termination of the Contract
 - Subcontracts:
 - Projects can have sub-contractors
 - Insurance Requirements

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Reporting Requirements

- How projects will report their progress and how they will bill the SCDD:
 - Bi-monthly reporting
 - Bi-monthly invoices
 - Final report

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Project Change

- Any change in the project
- Evaluation meets SCDD standards
- Software use and copyright laws
- Project will be evaluated within 60 days of the end of the project

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Restrictions on Outside Employment of State Employees

- Hiring or sub-contracting with CA state employees **for work paid by the grant is prohibited**
- This includes:
 - Current employees
 - Former employees

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What if I Have Questions?

- Submit your questions to kristie.allensworth@scdd.ca.gov
- Pre-bidder's conference: Check website
- SCDD will publish bidders conference Questions and Answers