

US EPA ARCHIVE DOCUMENT



**EPA**  
REGION 9

# GRANT WRITING

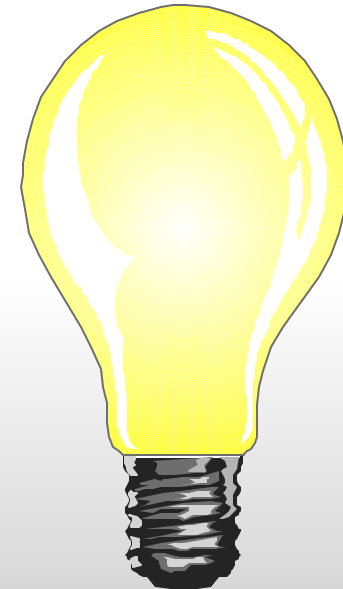
Tips from "INSIDE" the Agency

Eileen Sheehan  
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



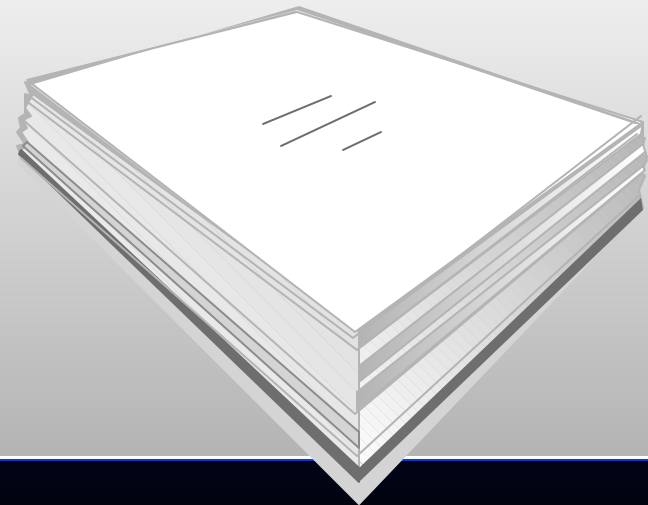
# Grant Writing Fundamentals

- 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



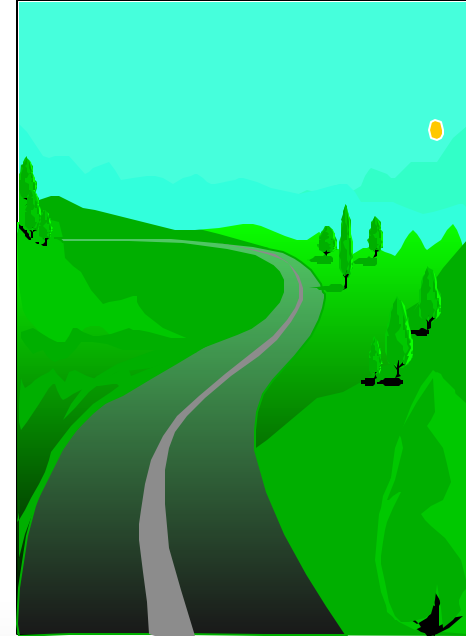
# The Basic Proposal

- 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

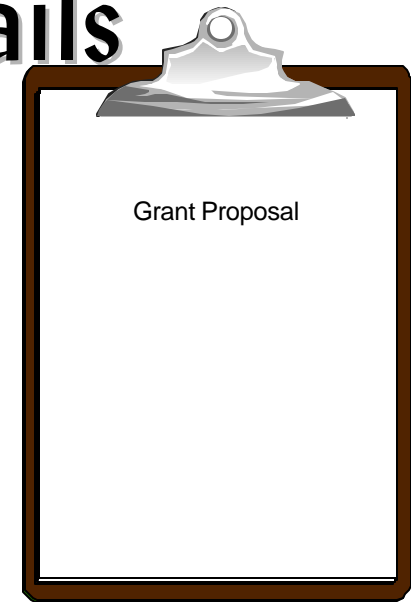


## ■ Attachments

- Letters of Commitment
- Use discretion when including additional attachments

# Details, Details, Details

continued



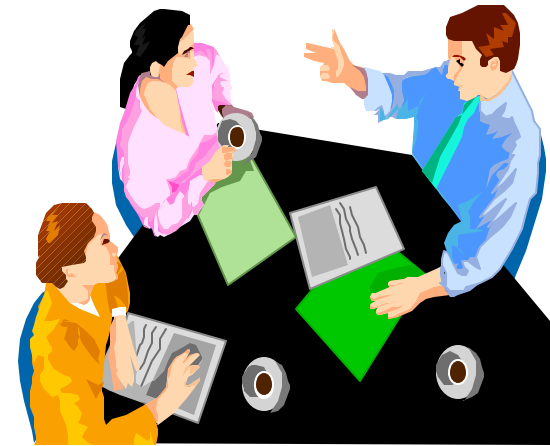
## ■ Presentation Matters

- 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.

