



Funding Fla\$h

February, 2006

**Resource
Information to
assist
community
college
personnel
seeking grants
for healthcare
workforce
training
program**

UPDATE ON FEDERAL FUNDERS

*See CCHAP's Funding Roadmap for more information on these grants.**

HEALTH RESOURCES AND SERVICES ADMINISTRATION (HRSA)

HRSA funding for nursing education remained stable this year, primarily because of the nursing shortage, although grants for training in allied health have been eliminated (see below). Expect competitions for Nursing Workforce Diversity and Nurse Education, Practice, and Retention grants next fall, typically in November or December. Application guidance is usually posted in September. (The current January deadline for the Nursing Workforce Diversity grant is actually last year's fall competition that was delayed.)

Unfortunately, the Bureau of Health Professions experienced significant cuts, with many programs being "zeroed out". These programs include several we have been tracking: Allied Health Projects (#93.191), Rural Interdisciplinary Training (#93.192), and Health Workforce Analysis (#93.300).

NEW AT HRSA THIS YEAR:

- Grantees will now have the option of applying for a continuation of their grant just prior to entering into the last year of their current grant.
- In order to "level the playing field" previous legislative priorities such as the Career Ladder option within HRSA's Nurse Education Practice and Retention (NEPR) grant (#93.359), no longer exist. Applicants who might previously have applied under this option will apply within the larger grant program.
- Programs must provide training through RN level.
- Allied Health Projects grants (#93.191) have been eliminated for this year.

Community College
Healthcare Action Plan

www.cchap.info
cchap@ohcc.org



DEPARTMENT OF EDUCATION

Good News!!! FIPSE (Fund for the Improvement of Post Secondary Education) grants apparently has nine lives! The program (for new awards) was cancelled last year, with no plans on the horizon to bring it back. Fortunately, this year we're seeing funding for new awards at about the same level as in previous years. The agency anticipates releasing funding notices in approximately two months, with proposals due anywhere from 30 to 60 days thereafter. FIPSE grants are known for their flexibility. Check out the Department's website at:
<http://www.ed.gov/programs/fipsecomp/index.html>.

DEPARTMENT OF AGRICULTURE

The Distance Learning and Telemedicine grant program (#10.855) has not suffered any cuts. Changes to the 2006 application are anticipated. The agency is currently rewriting the program application to ensure greater compliance with program regulations. In addition, they will be offering new definitions to clarify what constitutes “match” and a clearer format for budget presentation. The agency hopes to provide more time for applicants to submit proposals to accommodate their requirement for additional detailed information. Monitor their website for release of the funding announcement within the next few months.

DEPARTMENT OF COMMERCE

The Public Telecommunications Facilities Planning and Construction program (#11.550) remained stable in its funding. No significant changes are expected this year, either to the program or the application. ***This opportunity is currently open and will close on February 7. If you missed this deadline, it's not too early to start planning for next year's round.***

If you are interested in exploring how your funding needs match these, or other opportunities, CCHAP's Resource Development Specialist, Sheri Campbell, is available to provide both on-site and telephone technical assistance. You can schedule a time via e-mail ([S L Campbell@hotmail.com](mailto:S_L_Campbell@hotmail.com)) or by phone 503.380.5303.

*** Download a free copy of CCHAP's Funding Roadmap at: <http://www.ohcc.org/cchap.html>. (Hot Tip! Print out the Roadmap and place it in a 3-ring binder to make it convenient for you to review.)**

Christin Smith, a grant writer with Funding Solutions NW in Salem and the author of this article, recently participated in The Grantsmanship Center's week long “Grantsmanship Training Program”. The following is a sampling of the lessons learned during Christin's very positive week of training with the Grantsmanship Center.

Planning for Grant Writing

Many of us think of grant writing as simply “going after the money.” We often find ourselves chasing opportunities that pop up at the last minute or we hand off a project to our grant writer with the expectation that all that is needed is to do a little writing and the money will appear.

Sometimes an opportunity suddenly presents itself that is just too good to pass up. And we all know there is not always time to be as thorough as we'd like. However, if you're operating in grant writing emergency mode most of the time, you may be wondering why you haven't been as successful as you think you could be in attracting funders for your project. You may also be asking yourself why staff members are so reluctant to be part of the grant development process.

In previous issues of the *Funding Flash*, we've discussed CCHAP's *Funding Roadmap**, the need for planning, and various aspects of proposal development. In this issue, as part of our continuing effort to alert you to training opportunities, we'd like to introduce you to The Grantsmanship Center's approach to developing winning proposals. We'll also tell you a bit about what it's like to attend one of their weeklong grant training workshops.

It's All About Grantsmanship

It's hard to resist the urge to jump right into the actual writing of a grant as soon as possible because of the strong need to generate project funding. However, the success of both a project and a project proposal depend on thorough planning. The Grantsmanship Center (TGCI) (<http://www.tgci.com>) focus is on a strategy of "Grantsmanship." At the heart of this strategy is "Program Planning & Proposal Writing" (PP&PW). PP&PW is a systematic and orderly approach that can help you think through your project or program and identify deficiencies in both your project and your planning process. PP&PW is more than just a proposal format; The Grantsmanship Center calls it an "organizational planning instrument".

And why is thorough program planning so important before you write a grant? Because it is the very foundation of your entire project AND subsequent proposals. Think about building a house. It's your first meeting with your contractor and he says, "Let's just start building. I think the foundation might be THIS big!" You'd probably be looking for a new contractor, right? Your instinct would be to spend as much time as needed working over every detail, making sure the foundation supports the house and is just the right size; seeing to it that the walls all meet where they should, that there are no gaps, and making sure each part of your project is just the right size for its function and fits with the rest of the house. Grantsmanship works in just the same way: you are essentially developing the proposal as you develop your project. The beauty of this planning is that it will be evident to funders in every proposal you submit.

Have We Mentioned Planning Yet?

The PP&PW process starts with the program or project planning itself and includes:

- Organizational planning to determine project fit with your mission and goals
- Organizational management to identify the proposal writer and the project manager
- Financial management to cost out the effort and sustain the project
- Identifying both partnerships and relationships with other organizations early
- Addressing relationships within the community to determine community support and timing of the project

This planning provides a number of benefits, in addition to attracting funders to your project, including:

- Projects that clearly meet the needs of targeted populations, rather than your organization's financial needs

- Enhanced credibility (It will be obvious to funders you've done your homework!)
- Clear goals and objectives that are linked and in scale with your project
- Early partnership development to enhance your project
- More effective program evaluations, record-keeping, and financial management

Program Planning and Proposal Writing requires a thorough understanding of your organization, access to key decision makers, and knowledge in your organization's field of interest. It also means exploring and documenting the problem you are trying to solve, identifying possible solutions and sources of funding, communicating and negotiating with partners, understanding grantmaking trends, and simple, clear writing to effectively convey your project. Most of all, it means working as a team to build the proposal through your planning effort.

Through this process, you walk step-by-step through your project to ensure thorough planning and to identify any deficiencies. For example, are you meeting a real need? Are your objectives tied to your goals? Do your methods support each objective? Are your methods accurately reflected in your budget? The process also helps spot whether or not your evaluation is actually measuring what you intend to measure. (Tracking these relationships is critical. Have you ever noticed that some of your project methods were nowhere to be found in your proposal's budget? Oops!)

The TGCI Workshop

TGCI's workshop is an intensive, weeklong training focused primarily on team activities, with lots of interaction with the trainer. The week begins with an overview of Grantsmanship, the PP&PW process, and how to conduct funder research. Participants quickly move into small group exercises that focus on various parts of the grant proposal, including developing a statement of need. By mid-week, participants have enough information about grant development to begin working on their own proposals. Students break into several groups and have about a day to develop a full proposal, including the budget and a project evaluation plan. (It's amazing what you can do when you have a plan and a process!) The proposal writing process is particularly instructive because of the group interaction and feedback, both from the trainer and other groups in the class, who review each proposal.

Interested in training with the Grantsmanship Center? The University of Oregon in Eugene is sponsoring a Grantsmanship Center training May 1-5; The Chemeketa Community College Foundation will host a training November 6-10 in Salem. See the Center's website at <http://www.tgci.com> for more information. Click on "Training" and "The Grantsmanship Center Training Program" for more information.

Conclusion

Whether or not you attend one of their trainings, you can begin preparing now for future grant writing through careful planning and teamwork. Planning the project is planning the proposal and involving all of your team members early will help get you off to a great start.

LET US HEAR FROM YOU!

We would like to hear from you about your grants training experiences or training opportunities you may know about and would like to share. Please contact Sheri Campbell at CCHAP (503-380-5303) and tell us what you know.

DID YOU KNOW?

Information for Community Colleges

The American Association of Community Colleges regularly posts links to funding and other information for community colleges. See their website at <http://www.aacc.nche.edu>.

Changes at HRSA

As of January 1, 2006, the Health Resources and Services Administration (HRSA) is no longer accepting grant applications on paper. All applications must now be submitted electronically via Grants.gov (www.grants.gov), unless an applicant requests an exemption from HRSA.

If you anticipate submitting an application, the agency recommends you immediately register on Grants.gov and become familiar with the electronic application process, which can take up to one month to complete. See HRSA's website for more information at <http://www.hrsa.gov/grants> and log onto Grants.gov now to start getting familiar with their process. (Help is available from the Grants.gov website, through their help desk at 1-800-518-4726, or via email at support@grants.gov.)

Tips for Submitting Electronic Applications for Federal Grants

Federal agencies are moving towards electronic, rather than paper applications for federal funding. (See the HRSA announcement above.) Here are some useful tips to help you negotiate this new format:

- Federal funding announcements that require electronic submission will include instructions outlining submission requirements. These requirements usually include setting up a secure electronic account with the agency prior to submitting your proposal and can take several weeks to complete.
- Fill out basic information on the electronic forms well ahead of time, whenever possible, to identify technical problems. The agencies will have a phone number listed in their application materials where you can obtain technical assistance. Catch these problems early!

- Check with the funder to learn more about their formatting preferences. They may have specific requirements such as Word formatting.
- Some funders require all attachments to be submitted as a single document.
- In an email cover memo, state the number of pages, type size, margins, etc. and ask the funder to notify you if the formatting is not retained in transmission.
- Provide a list of attachments.
- Keep a printout of the submission verification in case the agency does not receive your proposal.

Source: The Grantsmanship Center Magazine, Summer 2003

CCHAP's Funding Flash is distributed electronically on the last Friday of each month. If you would like to unsubscribe from this notification service, please contact us at mfoster@ohcc.org.

Previous issues of the Funding Flash can be viewed on CCHAP's website at www.cchap.info