



2024

Pre-Application Training

Developed by the ANA Regional T/TA Centers
Pacific Region • Alaska Region • Western Region • Eastern Region





Preparing an Application for an ANA Grant in 2024

Western Region Team



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PRE-APPLICATION TRAINING GOAL

To learn how to develop and submit a successful application for an ANA grant to support your community-based project.

PPD Training vs. Pre-Application Training

What you will learn in Project Planning and Development Training	What you will learn in Pre-Application Training
How to use community-based planning processes and tools	Tips on applying in response to an ANA Notice of Funding Opportunity (NOFO)
How to define long-range community goals, document conditions that stand between the community and those goals, and identify assets that can be used to address those conditions	How to complete federal forms and package the application
How to build a project work plan with outcome-based objectives	How to apply through Grants.gov
How to develop a sustainability plan and project budget	How applications for funding are reviewed and scored

If you haven't already attended a PPD training or need a deeper dive into the planning and development process, you can find our virtual PPD training videos on our website: www.anawestern.org

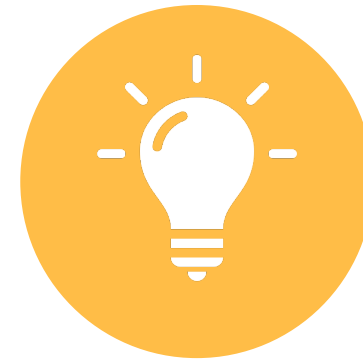
What you will need for this session



Pre-App Manual



Notice Of Funding
Opportunity (NOFO)

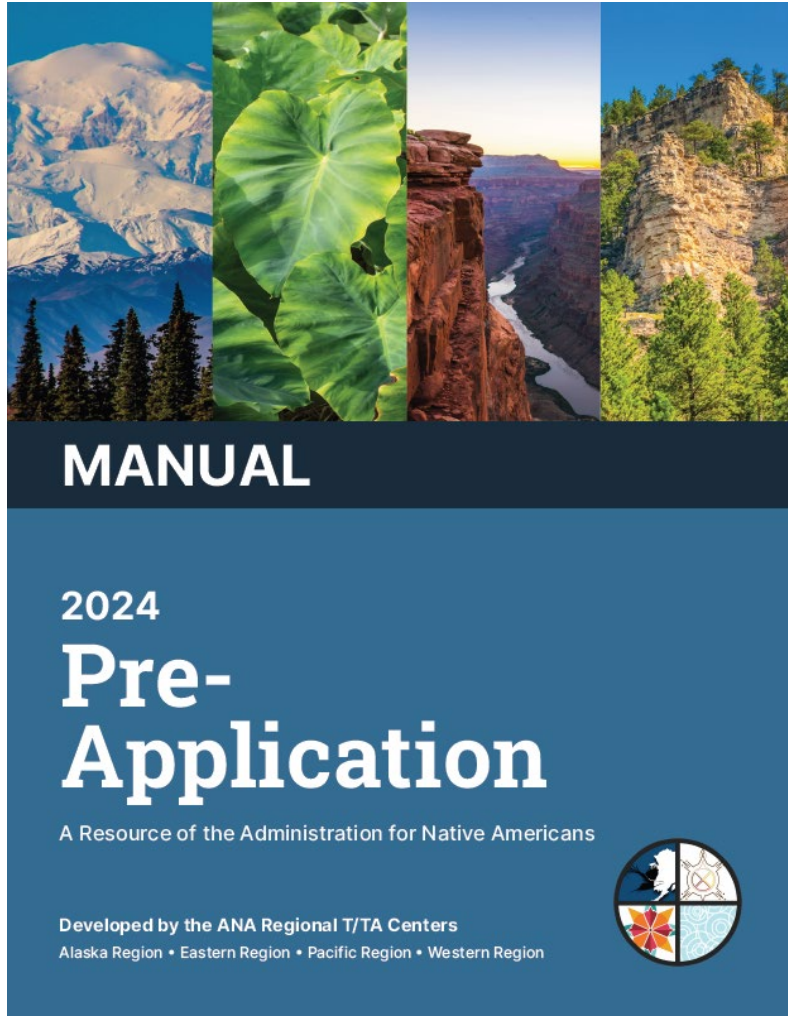


Your Project Idea



What to Expect

- ▶ Hands-on exercises
- ▶ Discussions and sharing
- ▶ Open and direct feedback from one another and trainers
- ▶ Fun!



2024 ANA Pre-Application Manual

What's Inside:

- ▶ **Step by Step instructions** on how to address the Evaluation Criteria
- ▶ **Examples** of how each component of the application should be developed
- ▶ **Activities** that allow you to develop your application pieces in a way that addresses the Evaluation Criteria

Mission of ANA



**To support Native-led nonprofits
and eligible tribes by**

- ▶ Promoting self-sufficiency
- ▶ Providing funding for community-based projects
- ▶ Providing free training and technical assistance

ANA's Vision:

All Native communities are thriving!

ANA Funding Opportunities

NOFO	SEDS	P&M	EMI	ERE
CFDA	93.612	93.587		93.581
Minimum Federal Request	\$100,000	\$100,000	\$100,000	\$100,000
Maximum Federal Funding (Ceiling) Request	12-mo. - \$300,000 24-mo. - \$600,000 36-mo. - \$900,000	12-mo. - \$300,000 24-mo. - \$600,000 36-mo. - \$900,000	36 mo. - \$900,000 48 mo. - \$300,000 60 mo. - \$600,000	12-mo. - \$300,000 24-mo. - \$600,000 36-mo. - \$900,000
Allowable Project Periods	12 months 24 months or 36 months	12 months 24 months, or 36 months	36 months 48 months, or 60 months	12 months 24 months, or 36 months

ANA Program Areas



ANA supports three main priority areas

- ▶ Social and Economic Development Strategies (SEDS and SEDS-AK)
- ▶ Native Languages (P&M and EMI)
- ▶ Environmental Regulatory Enhancement (ERE)

ANA Funding Opportunities

CFDA: 93.612

Social and Economic Development Strategies (SEDS)

- ▶ ANA's "bread and butter"
- ▶ \$100k – \$900k annually, 1 to 3 years
- ▶ Supports the social, cultural, economic, leadership, youth, planning and a variety of other types of development projects.

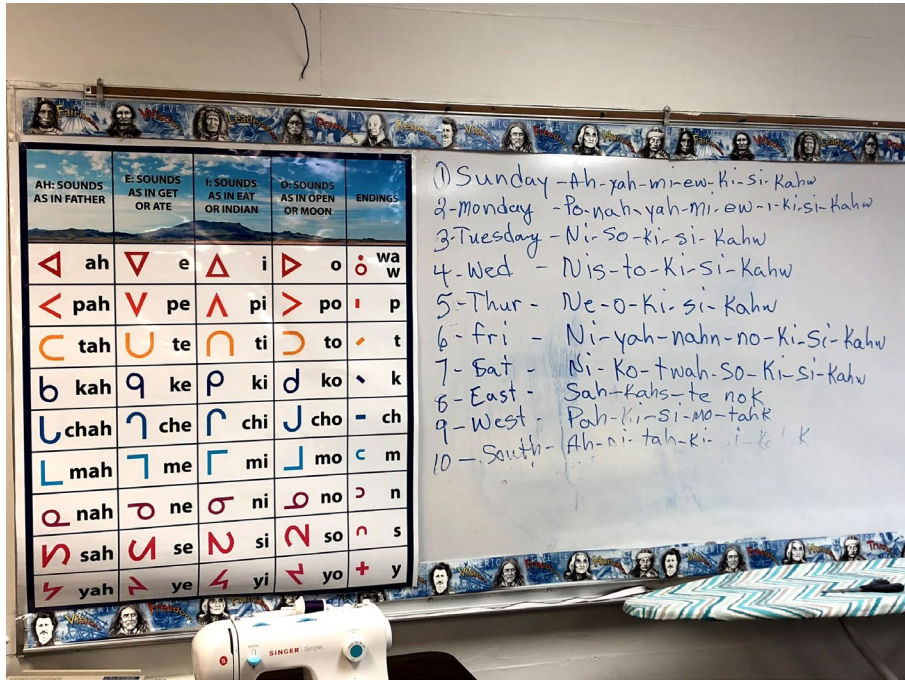


ANA Funding Opportunities

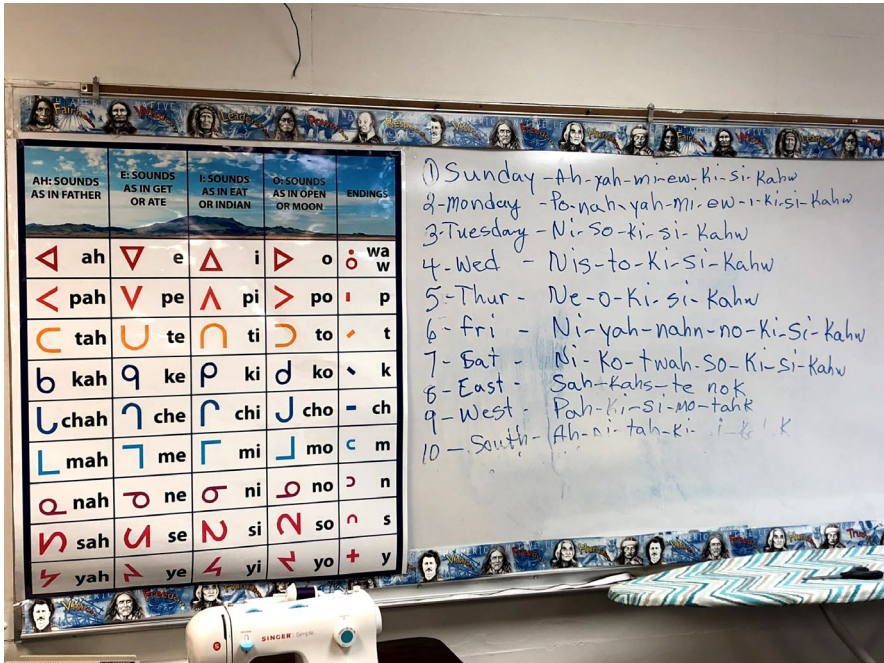
CFDA: 93.587

Native Language Preservation & Maintenance (P&M)

- ▶ \$100k – \$900k annually, 1 to 3 years
- ▶ Supports the continued use and vitality of Native languages, including increasing fluency, developing curricula, and teacher certification.



ANA Funding Opportunities



CFDA: 93.587

Native Language Esther Martinez Immersion (EMI)

- ▶ \$100k – \$900k annually, **3-to-5-year projects**
- ▶ Supports the ability of Native Language survival schools and language nests to conduct language immersion instruction.
- ▶ Applicants must submit signed document certifying at least three-years' experience operating language nests or survival schools.

Native American Language Nests are:

- ▶ site-based educational programs
- ▶ provide childcare and instruction in Native language
- ▶ at least 5 children under the age of 7
- ▶ an average of **at least 500 hours of immersion instruction per year per child**
- ▶ provide classes in such languages for parents or legal guardians of children enrolled in such language nests

Native American Survival Schools are:

- ▶ site-based educational programs for school-age students
- ▶ provide **at least 500 hours per year per child of Native American language instruction**
- ▶ at least 10 students
- ▶ students' principal place of instruction
- ▶ develop instructional courses and materials
- ▶ provide teacher training
- ▶ work toward achieving Native American language fluency and academic proficiency in mathematics, reading, and sciences,
- ▶ located in areas that have high numbers or percentages of Native American students.

Native Language Nest or Native Language Survival School Certification (0 or 10 points)

1. The application includes an official document signed by the authorized representative certifying that the applicant has at least three years of experience operating and administering a Native American language nest, Native American language survival school, or any other educational program in which instruction is conducted in a Native American language in accordance with Public Law 109-394 (42 USC 2991b-3(c)(7)).

ANA Funding Opportunities



CFDA: 93.581

Environmental Regulatory Enhancement (ERE)

- ▶ \$100K – \$900 annually, 1 to 3 years
- ▶ Supports planning, developing, and implementing programs designed to improve the capability of tribal governing bodies to regulate environmental quality pursuant to federal and tribal laws

Funding Timeline

	Language	ERE	SEDS/SEDS-AK
NOFOs Published	March 19	March 19	March 19
Application Due Date	May 20	May 20	May 20
Project Start Date	July 1	Sept. 30	Sept. 30

Be advised that GrantSolutions will down May 17-19. plan accordingly to submit you application before these dates.

Read!

Be familiar with the Notice Of Funding Opportunity (NOFO)

- ▶ Have a highlighter, sticky notes handy!
- ▶ The NOFO is the official document that details the requirements for submission of an application to ANA.
- ▶ NOFOs provide detailed information for preparing applications in each program area, so read the entire NOFO to ensure that you comply with and address all requirements.

ADMINISTRATION FOR
CHILDREN & FAMILIES
Administration for Native Americans (ANA)

Social and Economic Development Strategies (SEDS)

Opportunity number: HHS-2024-ACF-ANA-NA-0050



- New Terms

New Terms

- ▶ **Notice of Funding Opportunity (NOFO) ≠ FOA**
- ▶ **Recipient ≠ Grantee**
- ▶ **Unique Entity Identifier (UEI)** will be replacing DUNS after April 2022

Breaking Down the NOFO

- ▶ Step 1: Review the Opportunity
- ▶ Step 2: Get Ready to Apply
- ▶ Step 3: Prepare Your Application
- ▶ Step 4: Learn About Review & Award
- ▶ Step 5: Submit Your Application
- ▶ Step 6: Learn What Happens After Award

Breaking Down the NOFO

- ▶ The NOFO includes the following:
 - Basic Information about the funding opportunity, including a summary,
 - Key dates and funding details,
 - Eligible applicants and related criteria,
 - An overview of Cost-sharing,
 - The description of the Program and Purpose,
 - The inclusion of Indigenous Knowledge,
 - Defining the Legislative Priority Areas,
 - Federal Evaluation,
 - Funding Policies & Limitations,
 - Indirect Costs and information pertaining to sub-awarding.



Eligibility

- ▶ Federally recognized Indian tribes
- ▶ Incorporated non-federally recognized tribes;
- ▶ Incorporated state-recognized Indian tribes;
- ▶ Consortia of Indian tribes;
- ▶ Community-based nonprofits* (with majority Native board)
- ▶ Urban Indian Centers
- ▶ Native American Development Corporations
- ▶ Tribal Colleges and Universities, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands that serve Native American Pacific Islanders.

Governing Body Documentation

>51% of nonprofit board members must represent the community to be served. Categories of representation include:

- ▶ Members of federally or state-recognized tribes.
- ▶ Persons recognized by members of the eligible Native American community to be served as having a **cultural relationship** with that community.
- ▶ Persons considered Native Americans or Native American Pacific Islanders.
- ▷ (Tribes are not required to submit the Assurance of Community Representation and, instead, submit a Tribal Resolution).

“Applicants that do not include [the Assurance of Community Representation on the Board of Directors] documentation will be considered non-responsive, and the **application will not be considered for competition.**”

Assurance of Community Representation

Use the format
found in Appendix
C of the NOFO

Membership List of XYZ Board of Directors		
Board Member Full Name	Title on Board of Directors	Affiliation or Relationship to a Category of Community Representation
John Clay	President	Enrolled Member, XYZ Tribe
Darlene White Eagle	Vice President	Married to Earl White Eagle, an Enrolled Member, XYZ Tribe (Cultural Relationship)
David Long	Treasurer	Native Hawaiian
Johnathan Thunder	Secretary	Athabaskan-XYZ Village
Dina Redhorse	Board Member	Enrolled Member (State Recognized Tribe), ABC Tribe
Dorothy Jones	Board Member	Non-Native



Ineligible for funding

- ▶ Providing third-party training and technical assistance.
- ▶ Conducting feasibility studies, business plans, marketing plans, or written materials that are not an essential part of the applicant's long-range development plan.
- ▶ Supporting only the applicant's ongoing administrative functions.
- ▶ Social service delivery programs.
- ▶ Do not further the three interrelated ANA goals of economic development, social development, and cultural preservation.
- ▶ Projects from consortia that do not include documentation from each participating consortium member specifying their role and support.
- ▶ The purchase of real estate or construction.



ANA Does Not Fund

- ▶ Organized fundraising
- ▶ Includes: financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- ▶ Reimbursement of pre-award costs.
- ▶ Construction.
- ▶ Activities that qualify as major renovations and alterations.
- ▶ The purchase of real property; and
- ▶ Activities in support of any foreseeable litigation against the U.S. government that is unallowable under the Cost Principles in 45 CFR Part 75.

Registrations and Accounts for Submission

- Register in System for Award Management (SAM)**
 - A new SAM registration takes time! Do not wait!
 - A new SAM registration will generate your UEI
 - Those who have SAM must remain current, annually
- Establish a UEI Number** (and update old documents)
- Establish a Grants.gov account**
 - Or submit a waiver for electronic submission (though it is very rarely approved)
- Create a Workspace account in Grants.gov**



Questions?

Introductions



YOUR NAME(S)



WHICH TRIBE AND/OR
ORG. YOU'RE WITH



YOUR FAVORITE
SPORTS TEAM

ANA's Philosophy

Community-Led Projects



Control Resources

A Native community is self-sufficient when it can generate and control the resources necessary to meet its social and economic goals and the needs of its members

Leadership Responsibility

The responsibility for achieving self-sufficiency resides with the Native governing bodies and community-level leadership

Planning Long-Term Goals

Progress toward self-sufficiency is based on efforts to plan and direct resources in a comprehensive manner consistent with long-range goals

Importance of a Community-Led Approach

- Community provides direction on community efforts
- Community will most likely support a project if they had a hand in developing it
- Community leading > community “buy-in”
- Once the project starts, maintain a conversation with your community
- Build upon community tools and assets



The Ideal Grant Writing Team



Consists of at least 4 people:

- ▶ **Visionary:** Person who has a detailed idea of what the implementation of the project looks like from beginning to end.
- ▶ **Community Leader:** An individual who is respected by the community and can convene stakeholders.
- ▶ **Grant Writer:** Person who has successfully written awarded grant applications.
- ▶ **Financial Expert:** Person who can develop a sound budget for project implementation.

3 Criteria - 21 Elements - SEDS

Project Narrative (75 points)

- ▶ Project Introduction
- ▶ Current Community Conditions
- ▶ Project Goal
- ▶ Objectives
- ▶ Project Implementation
- ▶ Community-Based Strategy
- ▶ Population
- ▶ Outcomes
- ▶ Objective Work Plan

Organizational Capacity (15 points)

- ▶ Data Management
- ▶ Staffing Plan
- ▶ Partnerships
- ▶ Oversight Plan

Budget & Budget Justification (10 points)

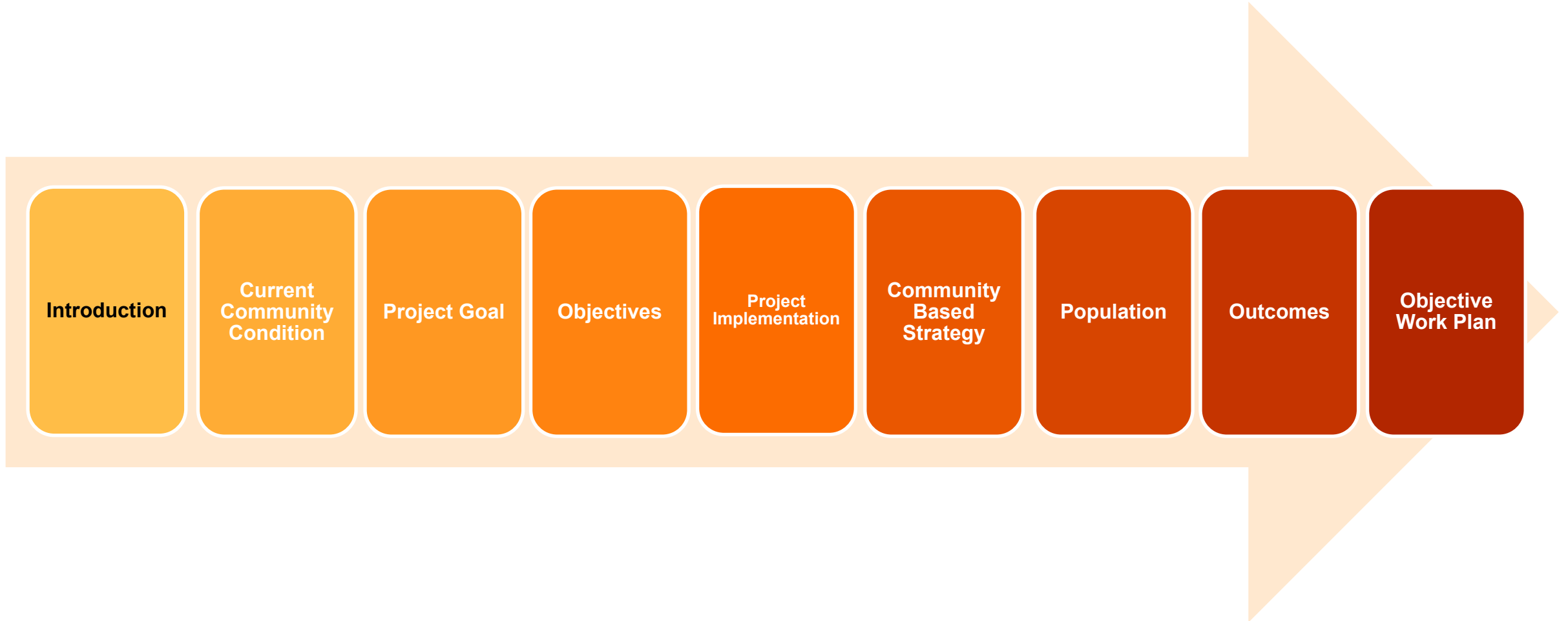
- ▶ Line-Item Budget
- ▶ Budget Narrative



Project Narrative



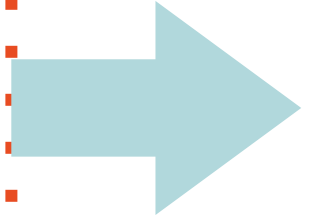
Project Narrative Process - Introductions



Project Narrative – Introduction

Introduction

- ▶ Not a scored criteria element,
- ▶ Introduction of both your Tribe/Organization and your project to help give foundational context to the reviewer.
- ▶ Start with a brief description of your Tribe/Organization.
- ▶ Describe a broad description of both giving a snapshot of your community
- ▶ Keep the introduction concise



Example: Introduction

Native Nonprofit Inc. (NNI) is a nonprofit human services organization that empowers, educates, and inspires. Primarily serving the Indigenous population living off-reservation territory in Western through Central New York, NNI's vision is to see Native Americans shift from surviving to thriving. NNI is responsive to the community in relation to current community conditions through holistic approaches. NNI's mission provides services, opportunities, and support to urban Native Americans, most of whom are members and/or descendants. NNI's vision and mission align with ANA goals that support Native American self-sufficiency, along with culture and language.

NNI is capable (47+ years of service, competent staff), committed (community leadership), and well-suited (internal controls, past ANA awardee) to operate the project to ensure the survival and thriving of our urban Tribal people.

Activity: Project Introduction

Describe the following that can be used to put together your project introduction.

Geographic location:

Project sites:

Demographic summary of your Tribe or Organization, including any unique identifiers:

If you've had any previously funded ANA projects:

Explain how the proposed project is different and not duplicative of previously funded projects

Describe the success of previously funded ANA projects

Write an Introduction

- ▶ Geographic location and project sites
- ▶ Describe the geographic location, project site(s), demographic summary, and unique identifiers.
- ▶ Past ANA Performance if applicable
- ▶ See pg. 22 for activity

Project Narrative

Native language nest or Native language survival school certification (0 or 10 points)

- ▶ A Native American language survival school
- ▶ A Native American language nest
- ▶ An education program in which instruction is through Native American language immersion
- ▶ Must provide documentation

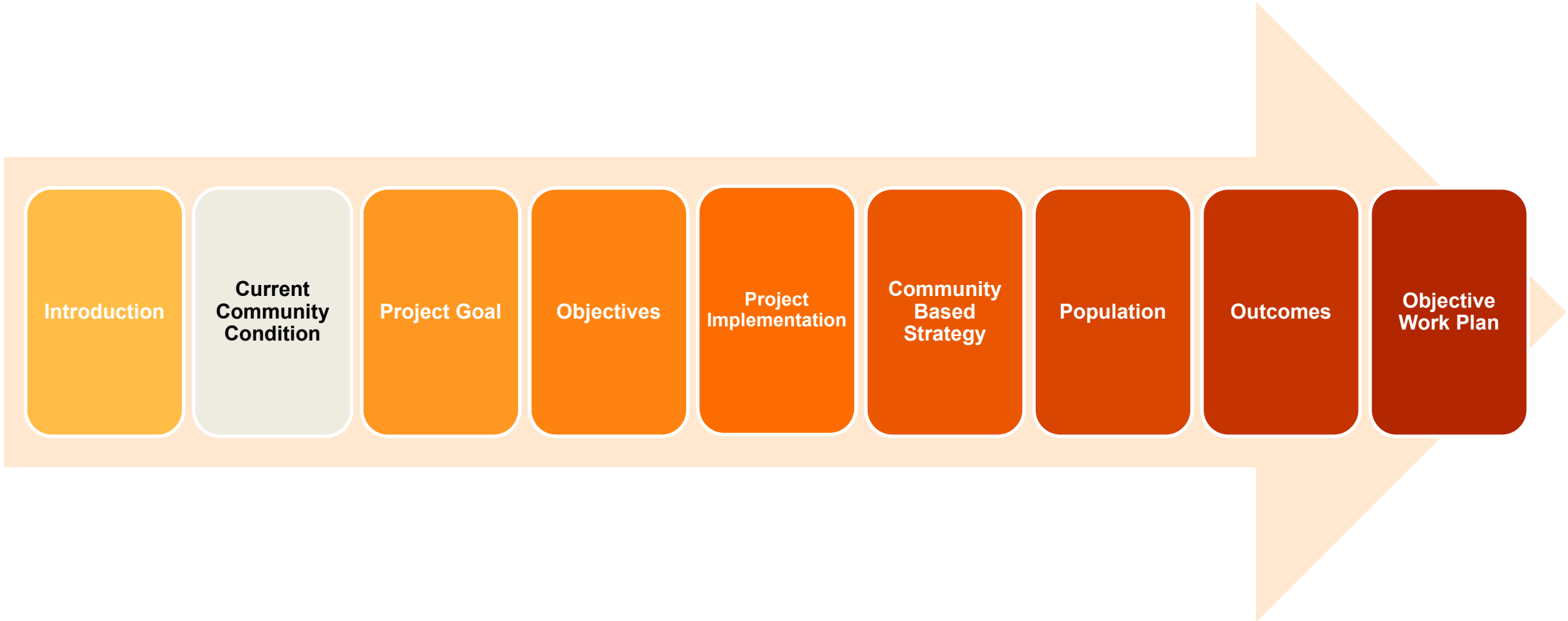
Project Narrative

Native language nest or Native language survival school certification
(0 or 10 points)

Examples of acceptable documentation are:

- ▶ A Board Resolution
- ▶ Accreditation documentation
- ▶ Language nest, survival school criterion is unique to EMI NOFO

Project Narrative Process – Current Community Condition



Current Community Condition (0-5 points)

- ▶ 1. Identifies one community condition to be addressed by the project.

Identify **one** barrier that affects your community that your project will aim to improve, reduce, or eliminate.

AVOID: “Lack of” or “Need for” statements which only tell us what your goal is!

Project Narrative

Current Community Condition (0-5 points)

- ▶ Include recent local data to support your current community condition statement
- ▶ This gives the reviewer a measurable description of the barrier your project is aiming to address.
- ▶ Include relevant local data that's been published or collected within the last five years.
- ▶ If data within the last five years is not available, you can cite older data

Project Narrative

Current Community Condition (0-5 points)

Some examples of the types of relevant data

- ▶ Unemployment rates reported
- ▶ Language proficiency levels
- ▶ Health disparity rates
- ▶ Environmental contamination levels
- ▶ Cultural proficiency levels
- ▶ Economic data

Project Narrative

Current Community Condition (0-5 points)

Baseline data refers to the statistics which provide the status of the current condition. While putting together your application, keep in mind:

- ▶ Don't let percentages stand alone – try your best to include numbers the percentage comes from
- ▶ Describe the source of the data - surveys, studies, testimonials, etc.
- ▶ Describe how data links to community condition
- ▶ Data should not be older than 5 years
- ▶ Local data is better than national data

Project Narrative

Current Community Condition (0-5 points)

EXAMPLE:

Native Nonprofit Inc. (NNI) has based this Current Community Condition off of the survey we distributed to 200 Native members of our community ages 14 - 40, of which 150 out of 200 (75%) of those surveyed stated that they had little to no knowledge of our Native cultural practices. To our knowledge, we are the only Native organization serving the community in the urban area, and there are no other cultural education programs being offered to the urban community at this point. Due to the pandemic, NNI has not been able to conduct any community classes or gatherings for the past 3 years, furthering the loss of inter-generational knowledge transference of our Native culture and practices. 196 of the 200 Native community members surveyed (98%) also stated that they would likely attend cultural classes if they were offered in the area.

Write your Current Community Condition

- ▶ List out the various challenges and barriers that prevent your community from achieving its goals:
- ▶ Of all the challenges/barriers you listed, select the one that is most relevant to your project goal:
- ▶ What kind of local data do you have that adds measurable context to this challenge/barrier?
- ▶ Combining the stated challenge/barrier with the data point you've gathered and write it in one sentence:
- ▶ See pg. 29 for activity

Activity: Current community condition

List the various challenges and barriers that your community experiences:

Of all the challenges/barriers you listed, select the one that your project aims to address:

What kind of local data do you have that adds measurable context to this challenge/barrier?

Combine the stated challenge/barrier with the data point you've gathered and write it in one sentence:

Project Narrative Process – Project Goal



Project Narrative

Project Goal (0-7 points)

- ▶ 2. Describes how the project goal is achievable by the end of the project period.

In **one** sentence, describe what will be achieved by the project. The statement should also describe an improvement or resolution of your current community condition.

Project Narrative

Project Goal (0-7 points)

- ▶ Your project goal statement should be clear, to the point, and reflect the scope of the project.
- ▶ This project goal should be realistic and something that can be achieved by the end of the project period.

Example:

The project goal is to increase the cultural knowledge of our Native community through the implementation of cultural education programs and resources.

Project Narrative

Project Goal (0-7 points)

- ▶ Once you've stated your project goal, describe in your narrative how the project goal is relevant to the NOFO you're applying for; and,
- ▶ How this goal is achievable by the end of the project.

Example:

Our project goal relates to the SEDS Program Purpose of Social Development and addresses the current community condition by fostering connections to our Native culture within our community. The project will be feasible within the 3-year project period by creating cultural education programs in our community that aim to increase the cultural knowledge and proficiency amongst our Native community members who attend our community cultural classes. These classes will take place annually.

Activity: Project goal

Write down your current community condition statement:

Describe how your project will result in an improvement to the current community condition:

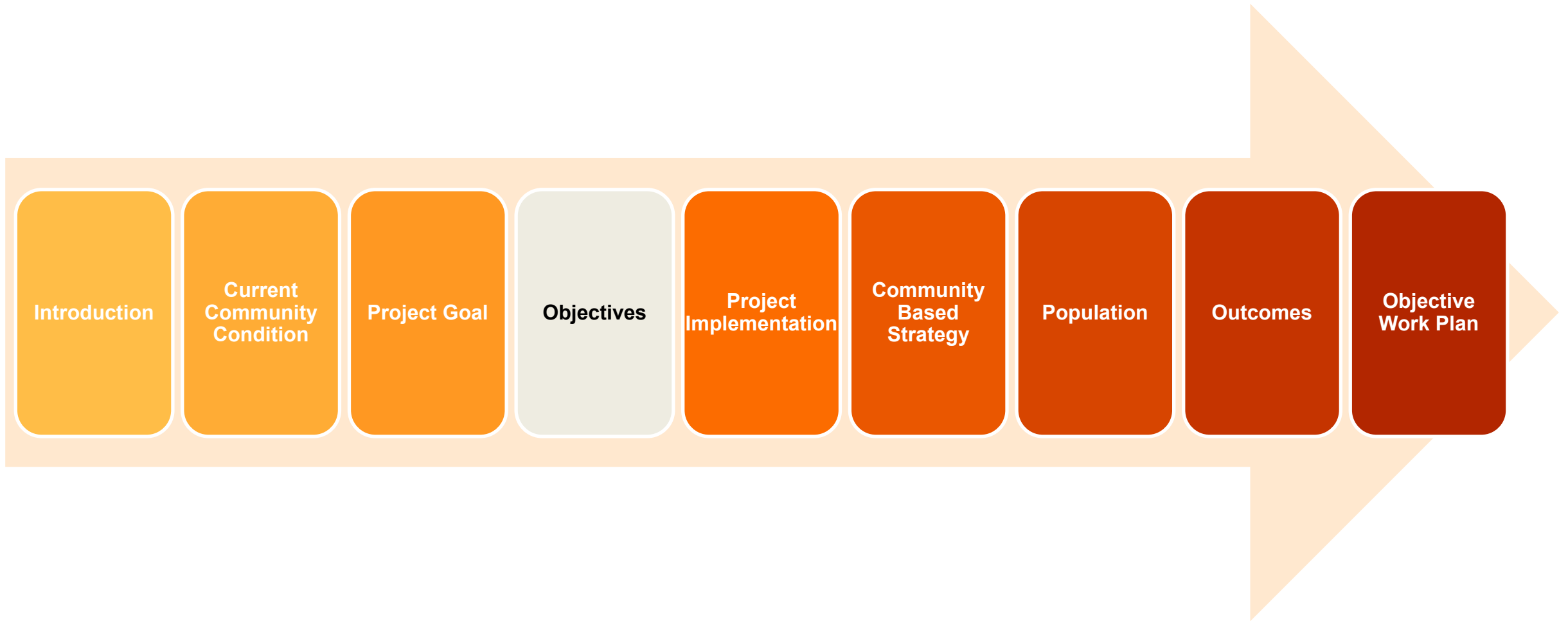
Describe any specific method you plan on using in your project to improve the current community condition:

Combine the two previous statements into one concise statement:

Write your Project Goal

- ▶ Write down your current community condition statement:
- ▶ Describe what your project aims to achieve:
- ▶ Describe how will your project address the current community condition:
- ▶ Combine the two previous statements into one concise sentence:
- ▶ See pg. 32 for activity

Project Narrative Process - Objectives



Project Narrative

Objectives (0-8 points)

- ▶ 3. Identifies no more than three project objectives that describe a measurable achievement relevant to the project goal within a given timeframe.

Objectives are manageable building blocks that, when completed, move the project toward the project goal and improve the current community condition.

Each objective should include:

- ▶ A timeline for when the objective will be completed expressed in project years
- ▶ A description of what will be completed
- ▶ A measurable amount of change expected by the end of the objective period

Project Narrative

Objectives (0-8 points)

- ▶ What will be done?
What must be done to achieve that goal and reduce or eliminate the current community condition?
- ▶ How much change is needed?
Where is the starting and ending point? And what measure will you use to know you've reached it?
- ▶ How long will it take?
Make sure your timeline is realistic and achievable.

Project Narrative

Objectives (0-8 points)

Example:

Based on the goal:

To increase cultural proficiency...

The Objective is:

To Measure the increase in cultural proficiency by two levels using our NNI Cultural Proficiency scale throughout the three-year project period by evaluating participants on a quarterly basis.

Activity: Objectives

Write your project goal here:

How many objectives do you think you need to reach your project goal?

How many project years do you think each objective will take?

What will be completed in each objective and how much change do you expect to occur for each one?

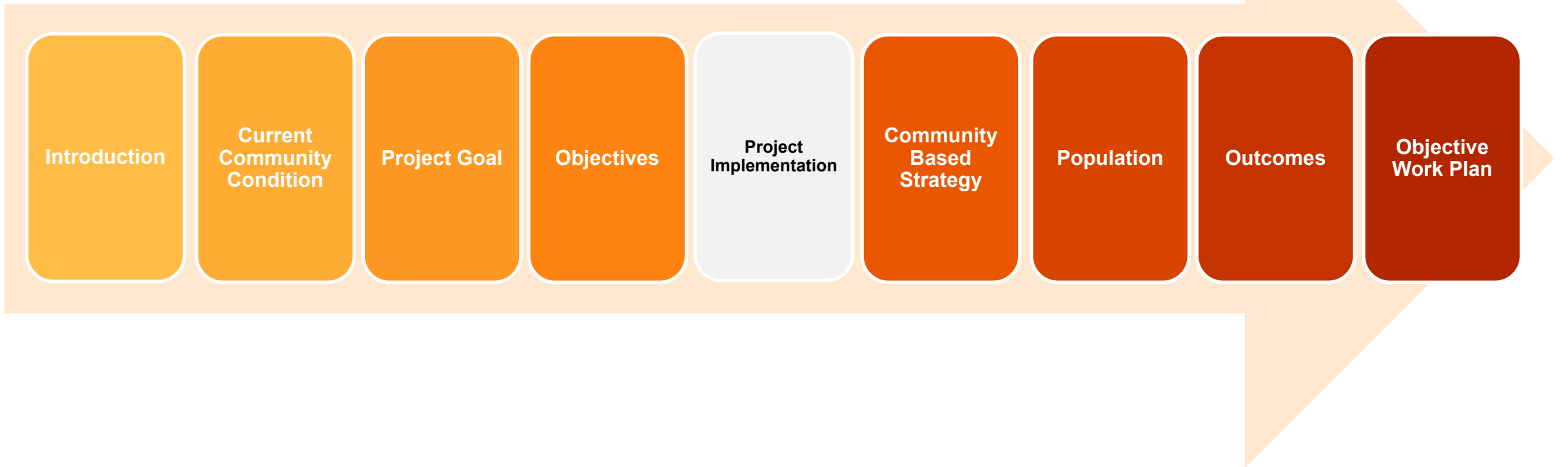
Finalize your objectives here. Make sure each one has:

- A timeline
- A measurable aspect
- The expected amount of change that will occur in that objective

Write your Project objectives

- ▶ Write your project goal here:
- ▶ How many objectives do you think you need to reach your project goal?
- ▶ How many project years do you think each objective will take?
- ▶ What will be completed in each objective and how much change do you expect to occur for each one?
- ▶ Finalize your objectives here. Make sure each one has:
 - A timeline
 - A measurable aspect
 - The expected amount of change that will occur in that objective
- ▶ See. Pg 37 for activity

Project Narrative Process



Project Implementation (0-15 points)

- ▶ 4. Provides a detailed plan to implement and achieve each objective.
- ▶ 5. Includes specific strategies to address obstacles or barriers that could impede the progress or success of the project.
- ▶ 6. Identifies resources, staff, and/or partners who will ensure that the project's positive outcomes are achieved.

Project Narrative

Project Implementation (0-15 points)

- ▶ The implementation plan represents a large portion of your application.
- ▶ Avoid “plan to plan” scenarios
- ▶ Must align with your Objective Work Plan (OWP) and Budget
 - ▶ But! Do not repeat the information found in those other sections.

Project Narrative

Detailed Plan to Implement and Achieve Each Objective

- ▶ Describe the activities, tasks and steps you will implement, including a discussion on:
 - ▶ The reason you have selected these activities
 - ▶ The methods you will use to carry the activities out
- ▶ Do NOT just copy/paste the list of activities you outlined in the OWP
- ▶ Draw clear connections between the activities and achieving each objective
 - ▶ Explain to the reviewer why your methods will be effective!

Project Narrative

Strategies to Address Obstacles

- ▶ “Anything that can go wrong, will go wrong.”
 - ▶ ANA understands that all projects face challenges!
 - ▶ Showcase your knowledge and expertise!
- ▶ Acknowledge challenges and provide a contingency or backup plan to address them.
 - ▶ Focus on what will hinder project progress.
 - ▶ Everyday operational setbacks do not need to be addressed.
- ▶ Do NOT repeat your original Plan A – provide a logical Plan B as an alternative.

Project Implementation (0-15 points)

Activity: Obstacles & Contingencies

Describe a contingency plan for each obstacle/challenge category listed in the first column. Add any other categories you see fit for your project.

Obstacle/Challenge:	Contingency Plan:
Late hiring	
Staff turnover	
Loss of key partners/ consultants	
Low participant retention	
Low recruitment numbers	
High demand, unable to accommodate all who want to participate	

Project Implementation (0-15 points)

- ▶ To address this element a table has been provided which lists the most common challenges encountered during project implementation.
- ▶ Create a contingency plan for each one that applies to your project and include any other challenges that may be specific to your project/community.

Resources for Positive Outcomes

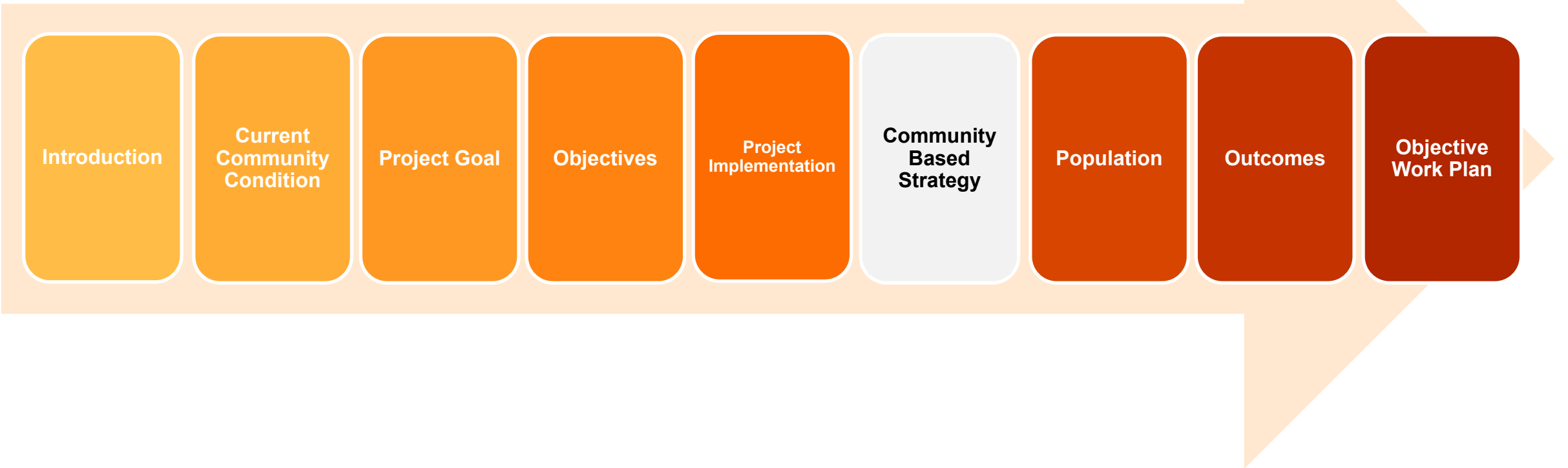
- ▶ Determine what resources and services are necessary for project implementation.
- ▶ Establish which resources and services are available within the Tribe or organization; the source they will be obtained from (departments).
- ▶ Describe the available resources and services, the benefits they bring to the project, and why they are necessary.
- ▶ Discuss how these resources will reach and maintain the outcome and long-term changes expected by the project.

Project Narrative

Project Implementation (0-15 points)

Example: Identifying Resources		
Resources Available	Resources Needed	Source
Project Supplies		NNI
Office Space		NNI
Office Supplies		NNI
Tent and Table		NNI
IT Consultant		NNI
	Project Specialist	Tribal Career Center
	Elders' Coordinator	Tribal Elder Care Department
	Project Secretary	Tribal Career Center
	Vans	NNI
	Laptops	Local Vendor
	Cultural Speakers	NNI service area

Project Narrative Process



Project Narrative –Community Based Strategy

Community Based Strategy (0-12 points)

- ▶ 7. Clearly demonstrates a connection to the community to be served, including the ability to directly work with project participants/beneficiaries.
- ▶ 8. Describes how the community was involved in identifying the need for the project and how their feedback was incorporated into the project design.

Project Narrative

Connection to Community

- ▶ Provide a clear understanding of why your Tribe or organization is best suited to:
 - ▶ Serve the identified community, beneficiaries, and participants
 - ▶ Perform the work of the proposed project
- ▶ Are you a nonprofits, urban center, or regional entities?
 - ▶ You will need to work harder to demonstrate your connection
- ▶ Describe the working history your Tribe/Org has with the community to be served:
 - ▶ Similar projects of the same size or scope
 - ▶ Participation rates
 - ▶ Testimonials or feedback in support of your organization
- ▶ Explain how past service and work are related to the current proposed project

Project Narrative

Involvement in Identifying Need

- ▶ You should have already explained why the community needs this project under the Current Community Condition.
- ▶ But where did this “need” come from?
 - ▶ Describe the methods used to engage the community to identify need.
- ▶ For every claim made, provide supporting data and documentation!
 - ▶ Meeting minutes, survey results, testimonials, etc.

Project Narrative

Involvement in Project Design

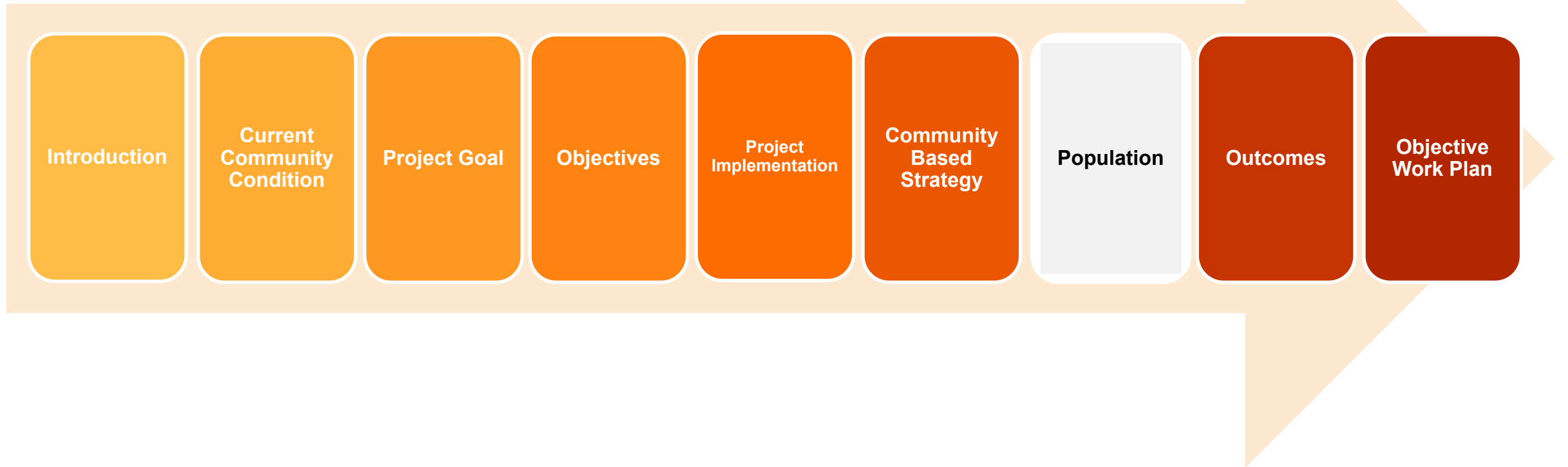
- ▶ Explain how you engaged the community to develop the project idea
- ▶ What processes were used to obtain feedback on this idea?
 - ▶ DO NOT repeat what was said about the input on need
 - ▶ Explain additional methods used to develop the project design
 - ▶ Support these claims with data and documentation: surveys, focus groups, or interviews, etc.
- ▶ AVOID top-down approaches that are simply one person's "good idea"!

Create your community based Strategy

- ▶ Pg.49 Follow the example to fit your project.
- ▶ Pg. 50 Use the example for the activity

Method of Community Input	Who was involved	Process(es) Used for Involvement	Documentation Attached
Cultural program modules	Native American Community members and program staff	Pre/post cultural survey	Blank survey from 3 different cultural modules
Electronic Survey	Community Members	Survey Monkey sent via email	No attachment but data is included in the strategy
Community Survey	Community Members	Cultural questionnaire	Blank survey - data included in the strategy
1-on-1 Elder Interviews	Native Elders	In-person interviews	Interview notes attached along with standard questions used

Project Narrative Process



Project Narrative

Population (0-7 points)

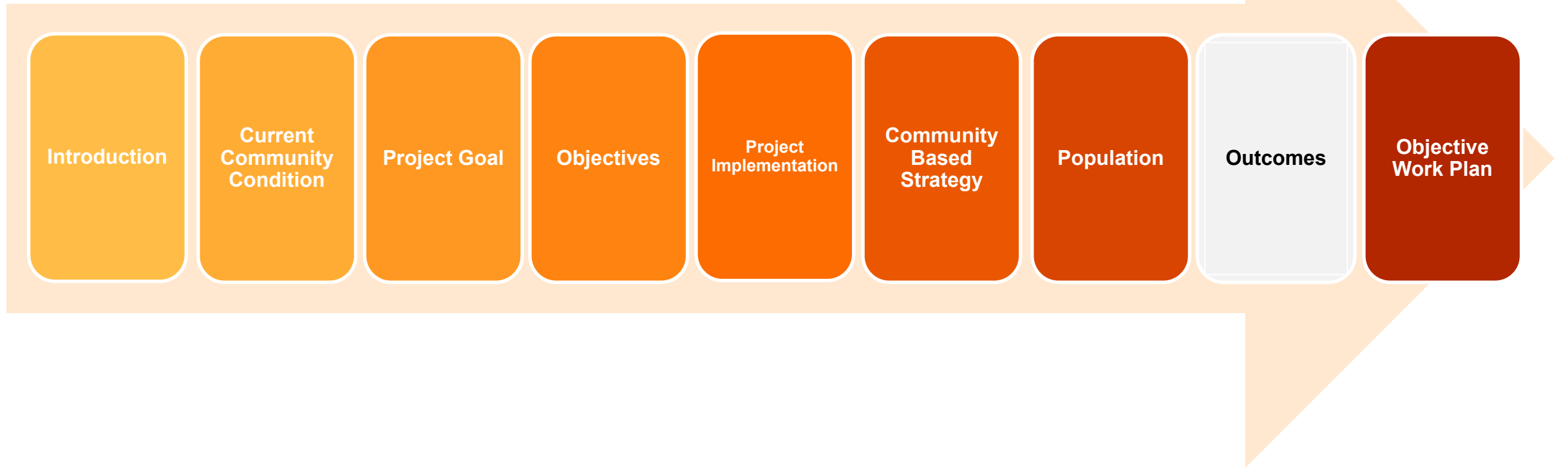
- ▶ Describes the participants or beneficiaries to be served by the project and explains how they will benefit from it.

Project Narrative

Population (0-7 points)

- ▶ Participants vs Beneficiaries
 - ▶ Participants directly join in on project activities
 - ▶ Beneficiaries are anyone – directly or indirectly – benefiting from the project
- ▶ Regardless of participation, every project will have beneficiaries!
- ▶ Describe:
 - ▶ Demographics: Age, gender, location, etc.
 - ▶ Participants: who, how they are chosen, how they will participate, how they will be retained, etc.
 - ▶ Benefits: who, what they benefit from, why they might benefit even if they are not participants, etc.
- ▶ Touch on your plan for ongoing engagement with participants and beneficiaries

Project Narrative Process



Project Narrative

Outcomes (0-6 points)

- ▶ Demonstrates clear connections between the objectives, the outcomes, the current community condition, and the project goal.
- Each outcome proposed aligns to one of the following categories:
 - Increased language fluency;
 - Increased community member use of language-learning resources;
 - Increased ability to deliver Native language instruction by certifying language teachers; or,
 - Increased capacity to implement a language program

Project Narrative

Outcomes (0-6 points)

- ▶ Outcomes are the positive measurable changes that will result from the achievement of your implementation plan.
- ▶ Typically, these measurable changes are seen at the community or organization level – not just the project level
- ▶ Outcomes can include increases in capacity and changes in knowledge, awareness, attitudes, skills, or behaviors.
- ▶ Outputs (products and services) are not the same as Outcomes (changes)

Project Narrative

Outcomes (0-6 points)

- ▶ ANA requires one (1) primary outcome per objective.
- ▶ Outcomes may be the same for all objectives or different for each objective. In either case, you must identify an outcome for each objective.
- ▶ Describe how this primary outcome is relevant to the objective and each piece of the project design; and explain why it is a logical result of the project.

Project Narrative

Outcomes (0-6 points)

Example:

Our intended outcome is **to increase the number of Tribal members practicing our traditions at the Functional or higher proficiency tier, with support from Tribal Elders.** This is directly related to our objective *to measure the increase in cultural proficiency by two levels using our NNI Cultural Proficiency scale throughout the three-year project period by evaluating participants on a quarterly basis.* As we stated in our current community condition, a majority of our community self-identify as having little to no knowledge of our cultural practices. This project aims to provide cultural education programs focused on learning various aspects of our Native culture directly from our Elders, increasing cultural knowledge amongst our community members and increasing their ability to also pass on that knowledge to generations to come. This will additionally increase project participants' interactions with Native Elders. By working to increase that cultural proficiency incrementally on our NNI Cultural Proficiency scale, we will be able to move the community closer to this positive change. As the community becomes more comfortable with our cultural practices, they will have the confidence to practice our traditions on their own. Seeing these incremental changes within the project will also empower the community to strive for higher proficiency over time.

Activity: Outcomes

Current Community Condition

Project Goal

Objective

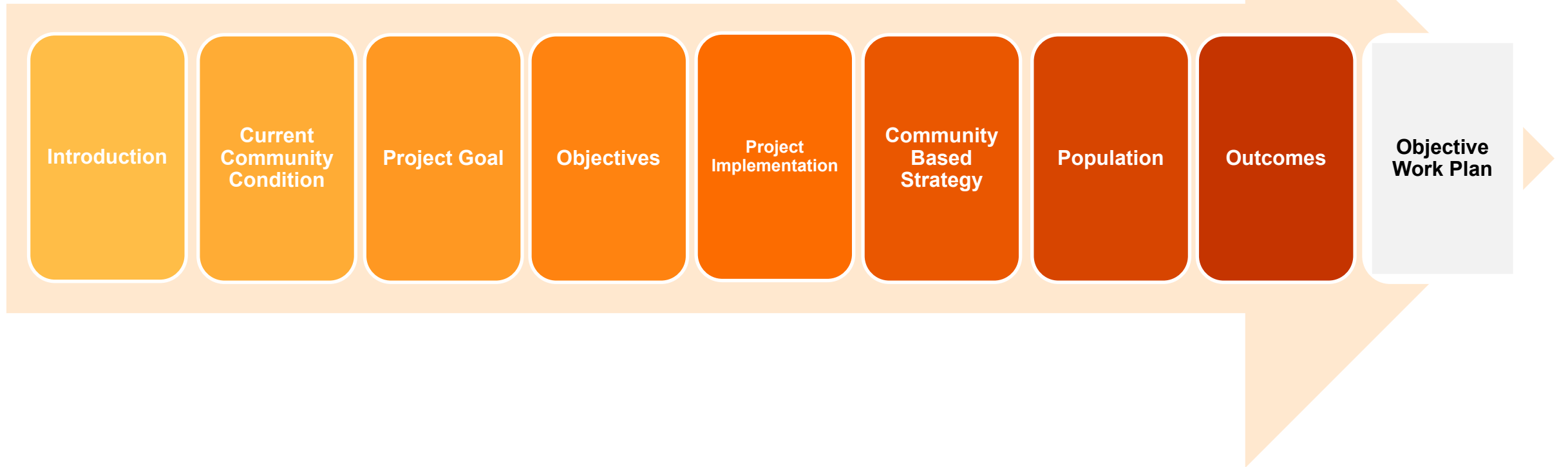
Outcome

Explanation

Create your Outcomes

- ▶ Pg. 54 shows an example of outcomes and narrative
- ▶ Pg.55 Follow the example to fit your project.

Project Narrative Process



Objective Work Plan (0-15 points)

- ▶ Aligns with the project narrative and implementation plan and provides details of how, when, and by whom project activities will be completed.
- ▶ Identifies outputs that will demonstrate progress toward the project goal. The outputs are logical results of the successful completion of activities within the proposed timeframe.

Project Narrative

Objective Work Plan (0-15 points)

- ▶ The OWP is the “blueprint” for achieving your project objectives.
- ▶ If handed to a newly hired staff member, they should be able to read the OWP and understand exactly what steps are needed to complete the project.
- ▶ Arranges major steps based on the project implementation plan and should align with your project narrative.
- ▶ Be feasible with a logical flow for project progression
- ▶ It should identify how, when, and by whom the key activities of your project will be implemented

Project Narrative

Objective Work Plan (0-15 points)

- ▶ There should be one OWP provided for each objective.
 - ▶ For example, if your project includes 3 objectives, your application should include 3 OWPs.
- ▶ List all key activities under the project year in which they will be implemented.
 - ▶ For example, Objective 1 with a timeline of 36 months will have 1 OWP detailing activities in Year 1, Year 2, and Year 3.
- ▶ Limit of 25 Milestone Activities per year per objective.

Project Narrative

Objective Work Plan (0-15 points)

Administrative Activities The following administrative activities should be included under only one objective for each year of project implementation. They should be listed after all key activities and must include the following:

- ▶ Establish federal system account access and official grant file
- ▶ Reporting (OPR and 425)
- ▶ Post-award training (1st year of project only)
- ▶ Annual ANA Conference
- ▶ Project staff orientation
- ▶ Data collection and evaluation

Objective Work Plan (OWP)

OMB Control Number 0970-0452
Expires 09/30/2026

Project Title: Increasing our Cultural Proficiency

Project Goal: To increase cultural knowledge amongst our urban Tribal members who have not been raised with their Elders, and therefore not immersed in our native culture, through the implementation of cultural education and programming with Tribal Elders.

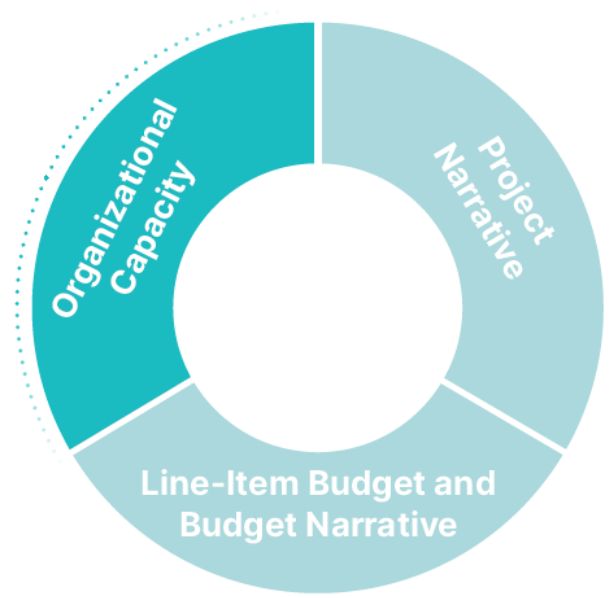
Objective: To measure the increase in cultural proficiency by two levels using our NNI Cultural Proficiency scale throughout the three-year project period by evaluating participants on a quarterly basis.			
Outcome: Increase in number of Tribal members practicing our traditions at the Functional or higher proficiency tier, with support from Tribal Elders.			
Outputs: 1 Pre- and Post-test, 2 Cultural Curriculums, 32 Workshops with sign-in sheets, 250 Cultural kits including materials for activities...			
Activities Year 1	Project Staff	Start Date	End Date
1. Hire staff: Announce vacancies, collect and review applications, conduct interviews, select and notify candidate	Project Director	9/30/2024	11/15/2024
2. Admin Activity: Establish Grant file and system access	Project Director	9/30/2024	11/15/2024
3. Admin Activity: Staff Orientation and Kick-off	Project Director	10/15/2024	11/15/2024
4. AND SO ON....			
Activities Year 2	Project Staff	Start Date	End Date
1. Pre-testing Cohort 2: Using cohort waiting list, notify participants of selection and send link to online survey tool for pre-testing, compile and analyze results.	Project Director and Administrative Assistant	9/30/2025	10/1/2025
2. AND SO ON....			

Project Narrative

Objective Work Plan (0-15 points)

Outputs are logical results of the successful completion of activities within the proposed activity's timeframe.

- ▶ Curricula or educational materials developed
- ▶ Ordinances or laws developed
- ▶ Sign-in sheets
- ▶ Number of classes taught
- ▶ Hours of each type of service provided
- ▶ MOUs



Organizational Capacity

Organizational Capacity

Data Management

13. Describe a strategy for using data to monitor and report progress toward project objectives.
14. Identifies staff responsible for data collection, tools, storage, and management.

Organizational Capacity

Data Management

- ▶ Establish a process for data collection, analysis and use.
 - ▶ Use the 6Ws: Who, What, Where, When, Why and How
- ▶ What: the type of data that must be collected to monitor project progress.
 - ▶ 1. data related to your project activities, such as attendance rates, skills developed, or knowledge gained;
 - ▶ 2. data related to project oversight, such as timesheets, cost sharing documentation, or stakeholder reports.
- ▶ When: the frequency of collection, analysis and use
- ▶ Where: the location data is found and is stored

Organizational Capacity

Data Management (0-15 points)

- ▶ Who: the person(s) responsible for collecting, tracking, analyzing and reporting the data.
 - ▶ Example: a language project may collect observations made by elder first-language speakers
 - ▶ Example: a farming project may have the Master Gardener collect data on produce grown by volunteer gardeners, for example.
 - ▶ Oversight data may be compiled by the PI/ PD.
- ▶ How: the tools and methods that these people will use for collecting, analyzing, storing, reviewing and reporting the data collected.
- ▶ Why: the reason you have chosen to track and use the specific data

Organizational Capacity

Staffing Plan

15. Identifies all staff supporting the project and how they will support project activities and be managed.

16. Explain the recruitment and hiring process for positions (including PI/PD, staff, partners, and consultants) that need to be filled.

Organizational Capacity

Staffing Plan

- ▶ Identify each individual or vacant position
- ▶ Describe their roles and responsibilities as they relate to managing different aspects of the project
 - ▶ Include a discussion on who they will be managed by
- ▶ Describe their experience and provide a resume or job description
- ▶ Include an organizational chart of your Tribe or organization's hierarchy to illustrate this plan.

Organizational Capacity

Staffing Plan

The following is a checklist to follow:

1. Identify the Principal Investigator/Project Director (PI/PD) and Authorized Organizational Representative (AOR) for the project
2. The AOR and PI/PD cannot be the same person, and the separation of these duties must be identified.
3. PI/PD responsibilities include monitoring progress and maintaining oversight of program reporting, staff, and partners.
4. AOR will have official signing responsibility for the award.
5. If a permanent PI/PD or AOR is unknown, identify who will take on the role until the position is filled and provide a timeline for filling the role with permanent personnel.
6. Describe how the project will continue if positions become vacant at any time during the project period.

Identify your Staffing Plan

▶ Pg. 74 shows an activity of Community Involvement

Activity: Community Involvement			
Key Staff Positions	Qualifications	Roles / Responsibilities	Attachment

Organizational Capacity

Partnerships

- ▶ Identifies partner and/or consultant and explains their role in supporting project activities.

Organizational Capacity

Partnerships

- ▶ Include as an attachment the necessary documentation, such as:
- ▶ Scopes of Work, Memorandums of Understanding or Agreement (MOU/MOA), and/or Letters of Commitment which describe their role in the project and the work they will be performing.
- ▶ If agreements have not been finalized with the partners, consultants, or subrecipients, then describe the plan to bring them to completion

Organizational Capacity

Partnerships

- ▶ Finally, thoroughly describe the process used to manage these entities.
- ▶ A discussion on oversight should encompass:
 - the key personnel in charge of monitoring the partnership or consultant,
 - how frequently this monitoring will take place, and
 - methods to ensure project progress is being made.
- ▶ The application should identify processes for communicating with partners or consultants and explain how agreements will be managed and maintained.

Identify your Key Partnerships

- ▶ Pg. 77 shows an activity of Key Partnerships

Activity: Key partnerships			
Key Partners	Qualifications	Roles / Responsibilities	Attachment
Key Consultants	Qualifications	Roles / Responsibilities	Attachment

Organizational Capacity

Oversight plan

- ▶ Describes a plan for proper oversight of federal award funds, including the identification of staff and internal controls for financial management and accurate accounting practices.

Organizational Capacity

Oversight plan (0-15 points)

- ▶ Ensure projects are performed in compliance with federal award requirements and tribal/ organizational internal policies and procedures.
- ▶ Your policies and procedures should align with local laws and federal regulations to ensure compliance in managing grant awards both programmatically and financially.
- ▶ For ANA, award recipients are required to ensure proper oversight in accordance with 45 CFR part 75, Subpart D Post Federal Award Requirements, Subpart E Cost Principles.

Organizational Capacity

Oversight plan

- ▶ Describe the financial internal controls of the Tribe or Organization including the policies and procedures (aligned with current Federal regulations 45 CFR Part 75) which clearly define how the disbursement of funds, purchasing, cash drawdowns, and related authorizations are handled.
- ▶ Clearly outline the Tribe or organization's procedures to avoid conflicts of interest in the purchasing process.
- ▶ Additionally, include the process for updating the project PI/PD of their spending, and the process for updating administrative management when required.

Organizational Capacity

Oversight plan

- ▶ Specifically identify the relevant financial staff or the financial contractor (individual CPAs or accounting firms),
- ▶ Who will be responsible for expenditures, receivables, drawing down funds, filling out financial reports for the grant, and ensuring internal controls are in place when authorizing expenditures.
- ▶ Additionally, include the staff or contractor's responsibilities, qualifications and experience. Attach a resume and job description or SOQ.

Organizational Capacity

Oversight plan

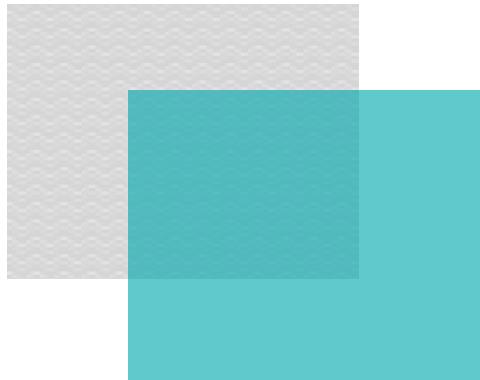
- ▶ Last, identify the financial systems used for record-keeping and financial management.
- ▶ There are many accounting programs, NetSuite, Sage, and QuickBooks to name a few.
- ▶ Identify the system being used and then describe how the system's financial management

Activity: Financial Oversight

Briefly describe the financial oversight of Federal awards for your Tribe or organization:

Create your Financial Oversight

- ▶ Pg. 79 shows an activity of Financial Oversight
- ▶ Pg. 80 shows the activity of Financial Oversight



Budget



Budget

Line-Item Budget

- ▶ 19. The application includes a detailed line-item budget with appropriate object class categories for every year of the project, including costs allocated for federal and non-federal shares, and delineates staff by full-time equivalent or percentage of time to the project.

Budget

Line-Item Budget

- ▶ The line-item budget details the costs associated with your project each year.
 - ▶ If you have a 3-year project, you will need 3 line-item budgets that include:
 - ▶ Federal Share
 - ▶ Non-Federal/Cost-Share/Match
 - ▶ Total Yearly Budget
 - ▶ When listing line-items, costs should reflect just one year's total for each budget.
- ▶ Project costs should be well-researched and not a “best guess”
- ▶ Do not exceed the award ceiling of \$300,000 per year – or risk disqualification!
 - ▶ Total Project Budget (across all years of the project) should not exceed \$900,000
 - ▶ **NOTE: EMI five-year projects have a different award ceiling in years 4 and 5.**

Budget

Line-Item Budget

▶ Object Class Categories are:

- ***Personnel***
- ***Fringe Benefits***
- ***Travel***
- ***Equipment***
- ***Supplies***
- ***Contractual***
- ***Other***

Line-Item Budget

- ▶ Personnel:
 - ▷ Key staff needed for the project
 - ▷ Note FTE or percent equivalence in-line

- ▶ Fringe:
 - ▷ Can be anything that aligns with your internal policies
 - ▷ Should account for such things as FICA, Health Insurance, Worker's Comp, etc.

- ▶ Travel:
 - ▷ Long-distance and/or overnight events only
 - ▷ Do not include local travel here
 - ▷ Must include Post Award and Annual Conference Travel for 2 attendees

Budget

Budget Line Item

Post-Award Training

- A required 2-day meeting held in Year 1 only
- The PI/PD and the person responsible for financial reporting are required to attend
- Western Post-Award Training is usually held in Phoenix
 - Contact your local regional Training and Technical Assistance Center for more information

Budget

Budget Line Item

Annual Grant Recipient Meeting

- A required 3-day meeting each year of the project
- Two project staff must attend:
 - Usually the PI/PD and another staff person
 - Your financial officer is not required to attend, but may be the second staff if desired.
- Venue changes each year, so budget accordingly to allow for varying cost

Line-Item Budget

- ▶ Equipment:
 - ▷ “Big ticket items” valued at \$5,000+ per unit item with a shelf-life of more than one year
 - ▷ Must have a vendor quote or other significant documentation for justification
- ▶ Supplies:
 - ▷ Usually administrative like office supplies
 - ▷ Can include project supplies like workshop materials
- ▶ Contractual:
 - ▷ Uncommon
 - ▷ Avoid using for consultants who provide personal services
 - ▷ Requires additional documentation like Statements of Work
 - ▷ If meeting the threshold for a pass-through/sub-recipient, they must meet eligibility requirements

Line-Item Budget

- ▶ Other:
 - ▷ Everything else!
 - ▷ Local Travel
 - ▷ Consultants, volunteers, trainers, etc.

- ▶ Indirect:
 - ▷ Based on your negotiated Indirect Cost Rate Agreement (IDC rate)
 - ▷ Or, based on the de minimis rate for modified direct costs

Budget

Line-Item Budget

- ▶ *Indirect Costs* Description: Indirect costs are those for a common or joint purpose across more than one project and that cannot be easily separated by project. To charge indirect costs you can select one of two methods:

Method 1 — Approved rate. You currently have an indirect cost rate approved by your cognizant federal agency.

Method 2 — De minimis rate. Per 45 CFR 75.414(f)

Budget

Cost Share (Match, Non-Federal Share)

See the graphic pg. 87 for calculating the Match contribution:

- ▶ Required 20% match:
 - ▶ Based on Total Project Cost
 - ▶ DO NOT use Federal Total

- ▶ Can be:
 - ▶ In-kind (from non-Federal sources)
 - ▶ Cash/Donation
 - ▶ Non-Federal Grant Funding
 - ▶ Or, some Federal sources:
 - ▶ 638, ICDBG, ERE = USDA, etc.

Calculating Cost Share (20% Of Total Project Cost)			
Method 1 (State with the Federal Share)		Method 2 (Start with the Project Cost)	
Step 1:		Step 1:	
Federal Share	\$300,000	Total Project Cost	\$250,000
divided by 4	÷4	divided by 5	÷5
Cost Share	\$75,000	Non-Federal Share	\$50,000
Step 2:		Step 2:	
Federal Share	\$300,000	Total Project Cost	\$250,000
+ Cost Share	+ \$75,000	- Cost Share	- \$50,000
Total Project Cost	\$375,000	Federal Share	\$200,000
Check Your Math:		Check Your Math:	
Total Project Cost	\$375,000	Total Project Cost	\$250,000
x 20%	x .20	x 20%	x .20
Cost Share	\$75,000	Cost Share	\$50,000

Budget

Cost Share (Match, Non-Federal Share)

- ▶ The cost share should be documented by the entity providing it and could be in the form of a
 - Tribal Council resolution,
 - a nonprofit board resolution,
 - a Memorandum of Agreement by a partnering organization,
 - or a commitment letter.
- ▶ Include the signed documentation that clearly states the dollar amount of the commitment in your application attachments.

Budget

Budget Line Item

Native Non-Profit, Inc. (NNI)			
BUDGET YEAR ONE			
CATEGORY/ITEM DESCRIPTION	Federal Share	Cost-Share	Total
PERSONNEL	Full and Part time employees only		
Project Director 100%	55,000	-	55,000
Project Specialist 1 75%	30,000	-	30,000
Project Specialist 2 75%	30,000	-	30,000
Elders' Coordinator 80%	-	24,000	24,000
Administrative Director of Services 10%	6,500	-	6,500
Administrative Assistant 10%	4,500		4,500
Project Secretary 10%	3,744		3,744
TOTAL PERSONNEL	\$129,744	\$24,000	\$153,744

Budget

Budget Line Item

FRINGE BENEFITS	Benefits for full and part-time employees, individual rate may differ		
FICA @ 7.65%	9,925	1,836	11,761
SUTA @ 3.7%	1,545	333	1,878
Health Insurance @ 5%	6,487	1,200	7,687
Disability @ .71%	921	170	1,091
Workman's Comp. @ .45%	584	108	692
TOTAL FRINGE BENEFITS	\$19,462	\$3,647	\$23,109
TRAVEL	Employee/staff overnight travel only, not for local mileage		
Post Award Training - 2 people	3,391	-	3,391
ANA Grantee Meeting - 2 people	4,623	-	4,623
TOTAL TRAVEL	\$8,014	\$-	\$8,014
EQUIPMENT	Usable life of a year and unit capital cost in excess of \$5,000		
Vans \$6429 X 2		12,856	12,856
TOTAL EQUIPMENT	\$-	\$12,856	\$12,856
SUPPLIES	Less than \$5,000 per unit		
Office Supplies - \$10,000 @ 10%	1,000		1,000
TOTAL SUPPLIES	\$1,000	\$-	\$1,000

Budget

Budget Line Item

CONTRACTUAL	Generally for contracts that require a formal bidding process		
N/A	-	-	-
TOTAL CONTRACTUAL	\$-	\$-	\$-
OTHER	All other costs not list in categories above		
Laptop Computer X 2	2,000	-	2,000
Speaker Series - 12 events@ \$200/ea.	2,400	-	2,400
Art/Cooking Instructor - 48 classes @ \$90/ea.	4,320	-	4,320
Art/Cooking Supplies for 12 mod	9,600	-	9,600
Elder/Youth Storyteller	-	900	900
Food	2,400	960	3,360
Social Room Rental	600	600	1,200
Cultural Foods	1,800	-	1,800
Social Singers	1,000	1,000	2,000
Room Rental	1,600	5,120	6,720
Computer Classes - 6 sessions	-	780	780
Computer Class - 1 tablet	-	350	350
Racial Healing Circle	-	6,000	6,000
Independent Audit	1,100	-	1,100
IT Consultant	2,000	-	2,000
Local Travel	1,198	-	1,198
Printing and Advertising	1,300	-	1,300
Rent	10,440	-	10,440
Utilities	1,100	-	1,100
Telephone	2,200	-	2,200
TOTAL OTHER	\$45,058	\$15,710	\$60,768
DIRECT COST TOTAL	\$203,278.00	\$56,213.00	\$259,491.00
Indirect Charges - 10% De minimis rate	\$21,563.00	\$-	\$21,563.00
TOTAL PROJECT COST YEAR 1	\$224,841.00	\$56,213.00	\$281,054.00

Budget

Budget Narrative

- ▶ 20. The application includes a budget narrative for every year of the project. The budget narrative provides a breakdown of how all costs are calculated for each entry in the line-item budget and includes a basis for estimated costs, such as equipment, personnel, and travel. Vendor quotes are provided for equipment over \$5,000
- ▶ 21. The expenditures listed in the line-item budget and budget narrative align with the implementation plan and OWP.

Budget

Budget Narrative

- ▶ Why is the cost necessary?
 - ▶ Align you budget to your narrative and work plan
 - ▶ No surprises!
- ▶ How did you arrive at the cost?
 - ▶ Provide math formulas for all costs that are not for one unit item
 - ▶ Provide supporting documentation:
 - ▶ Vendor Quotes
 - ▶ Fair Market Value
 - ▶ Historical Data
 - ▶ Statements of Work

Budget

Budget Narrative

How to Justify Costs in each Object Class Category

- ▶ Personnel:
 - ▶ Individual name (if known) and Job title
 - ▶ Time commitment to the project in months, as a percentage or full-time equivalence
 - ▶ Salary or wage (if wage, break out hours and calculation).

- ▶ Fringe Benefits:
 - ▶ Amounts and percentages that comprise costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement, taxes, etc.

- ▶ Travel:
 - ▶ Destination
 - ▶ Total number of travelers
 - ▶ Duration of trip and Hotel costs per night
 - ▶ Per diem
 - ▶ Mileage allowances

Budget

Budget Narrative

- ▶ Equipment:
 - ▶ Cost per unit (over \$5,000)
 - ▶ Planned use and disposition
 - ▶ Cost quote from vendor or fair market estimate (with evidence) and procurement plan

- ▶ Supplies and Other:
 - ▶ Cost per unit and calculation for multiple purchases
 - ▶ Planned use
 - ▶ Cost quote, fair market estimate, or basis on historical data
 - ▶ Costs per person or time committed; Remuneration; or value of in-kind (such as for volunteers)

- ▶ Contractual:
 - ▶ Statement of Work detailing all expectations, deliverables, oversight and costs
 - ▶ Procurement plan

- ▶ Indirect Costs:
 - ▶ IDC rate agreement
 - ▶ De minimis calculation

Budget

Budget Narrative

Sample Budget Narrative

Native Non-Profit, Inc. (NNI)			
BUDGET JUSTIFICATION YEAR ONE			
CATEGORY/ITEM DESCRIPTION	CALCULATION AND JUSTIFICATION	Federal Share	Cost-Share
PERSONNEL	Explain calculation of salary for each position and position project responsibility	\$129,744	\$24,000
Project Director 100%	1 FTE @ \$55,000/year - Responsible for overall management and execution of project. Interviewing, selecting staff, overseeing staff, monitoring the budget, community engagement and outreach, and being responsive to all aspects of programming.	\$55,000	\$-
Project Specialist 1 75%	\$40,000/year X .75 = \$30,000. Responsible for immersing the community with cultural programming, planning, scheduling, program facilitation, contacting speakers and instructors, and program set-up.	\$30,000	\$-
Project Specialist 2 75%	\$40,000/year X .75 = \$30,000. Responsible for immersing the community with cultural programming, planning, scheduling, program facilitation, contacting speakers and instructors, and program set-up.	\$30,000	\$-
Elders' Coordinator 80%	\$30,000/year X .8 = \$24,000. Responsible for elder engagement, recruitment, transporting to programs, and assisting in programming.	\$-	\$24,000
Administrative Director of Services 10%	\$65,000/year X .10 = \$6,500. Responsible for interviewing and selection of staff, monthly supervision of project, and reviewing reports prior to submission.	\$6,500	\$-
Administrative Assistant 10%	\$45,000/year X .10 = \$4,500. Responsible for posting, conducting background checks of staff, tracking inventory, and purchasing project items.	\$4,500	\$-
Project Secretary 10%	\$37,440 X .10 = \$3,744. Responsible for scheduling, ordering program supplies, copying, correspondence with program participants.	\$3,744	\$-
FRINGE BENEFITS	Describe the benefits given and differences based on type of employee	\$19,462	\$3,647
FICA @ 7.65%	Social Security and Medicare calculated @ 7.65%. \$129,744 X .0765 = \$9,925 (FED). \$24,000 X .0765 = \$1,836 (NFS)	\$9,925	\$1,836
SUTA @ 3.7%	State Unemployment Tax @ 3.7%. FED based on taxable wage base of \$41,744 X .037 = \$1,545. NFS based on taxable wage base of \$9,000 X .037 = \$333	\$1,545	\$333
Health Insurance @ 5%	Health insurance calculated at 5% of annual salaries. \$129,744 X .05 = \$6,487 (FED). \$24,000 X .05 = \$1,200 (NFS)	\$6,487	\$1,200

Budget

Allowable Costs

- ▶ 45 CFR Part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Department of Health and Human Services (HHS) Awards details the costs that are allowable, unallowable, and allowable with approval.
- ▶ 45 CFR Parts 75.421 through 75.475

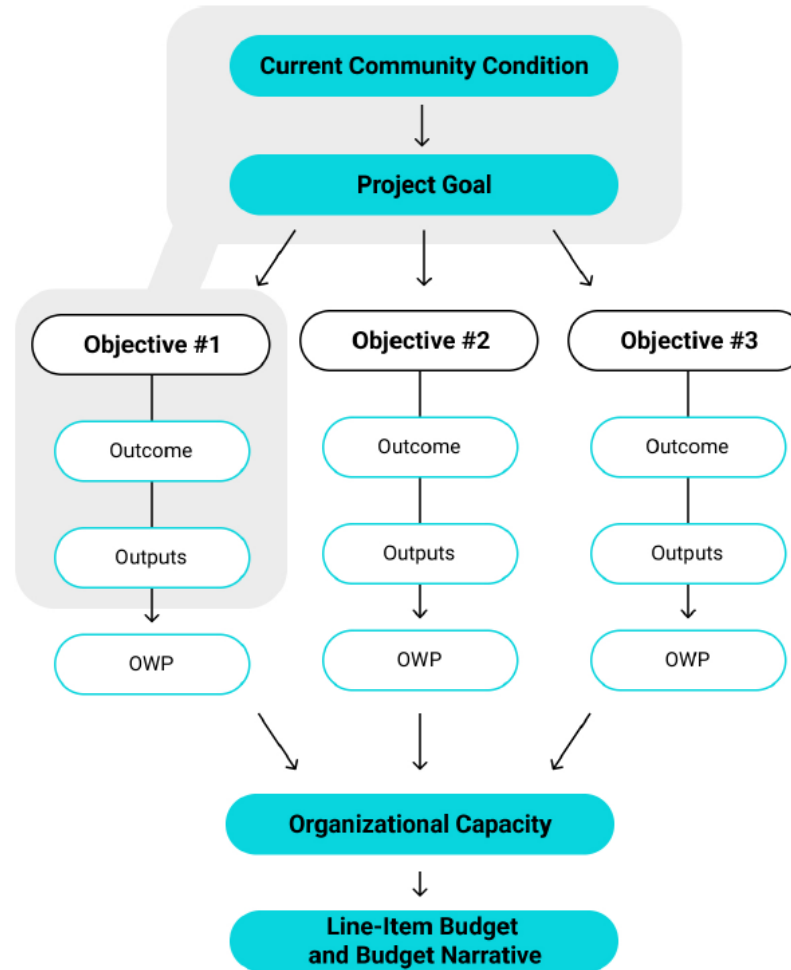
Budget

Program Income

- ▶ **Program Income:** The estimated amount of gross income, if any, expected to be directly generated by or earned from this project.
- ▶ Program income includes, but is not limited to:
 - ▶ income from fees for services performed
 - ▶ use or rental of real or personal property acquired under federally funded projects
 - ▶ sale of commodities or items fabricated under an award
 - ▶ license fees and royalties on patents and copyrights
- ▶ See 45 CFR § 75.307 for more information.

ANA Application Development Workflow

The following illustration summarizes what you've learned in one handy conceptual map.





Project Summary/Abstract

Write the Project Summary

- ▶ Now that the application has been developed and all the criteria addressed, compose your project summary.

- ▶ The project summary is an overview of the application. It provides a succinct, one-page description of the project and should not cross-reference other parts of the application. The summary should be single-spaced, in Times New Roman 12-point font, and must include:
 - At the top: the project title, applicant name, address, phone numbers, email addresses, and, if applicable, website URL

 - A brief description of the project, including the needs and population you will address and your proposed services



Project Abstract/Summary

- ▶ Include the required information at the top.
- ▶ Summarize your framework and approach to achieving your objectives
- ▶ Format as one-page, single space, 12pt Times New Roman font, 1” margins.



Submitting Your Application

Application checklist

Component	How to Upload	Included in page limit?
<input type="checkbox"/> <u>Project summary</u>	Use the Project Abstract Summary Form.	No
<input type="checkbox"/> <u>Project narrative</u>	Use the Project Narrative Attachment form.	Yes
<input type="checkbox"/> <u>Line-item budget and budget narrative</u>	Use the Budget Narrative Attachment form.	Yes
<u>Attachments</u>	Insert each in a single Other Attachments form.	
<input type="checkbox"/> Indirect Cost Agreement, if applicable		Yes
<input type="checkbox"/> Proof of nonprofit status, if applicable		Yes
<input type="checkbox"/> Governing body documentation	Not required at the time of application. Due prior to award.	Yes
<input type="checkbox"/> Assurance of community representation on board of directors, if applicable		Yes
<input type="checkbox"/> Language Nest Certification (EMI applicants only)		Yes
<input type="checkbox"/> Letters of support and letters of commitment		Yes
<input type="checkbox"/> Maintenance of effort certification		Yes
<input type="checkbox"/> Other attachments		Yes
<u>Standard forms</u>	Upload using each required form.	
<input type="checkbox"/> Application for Federal Assistance (SF-424)		No
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)		No
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL)		No
<input type="checkbox"/> Assurances for Non-Construction Programs (SF-424B)		No
<input type="checkbox"/> Grants.gov Lobbying Form		No
<input type="checkbox"/> Project/Performance Site Location(s) (SF-P/PSL)		No
<input type="checkbox"/> Objective work plan (OWP)		No

Getting Your Application Package Together

- ▶ A competitive proposal requires the applicant to be as organized and thorough as possible. A well-organized application will assist reviewers in locating and evaluating key information during the merit review process.
- ▶ The ANA application has specific formatting requirements for both electronic and print copy submission.
- ▶ ANA staff will review the application formatting prior to merit review for compliance purposes.

Application Format and Page Limitations

Applications must follow specific, required formatting guidelines:

- ▶ Page: 8.5 inches x 11 inches (letter) page size. 1-inch margins all around.
- ▶ Fonts: Times New Roman, 12-point font. (Footnotes and text in tables and graphics may be set in 10-point font).
- ▶ Line Spacing: The project narrative must be double-spaced. The table of contents and project summary must be single-spaced. The line-item budget, budget narrative, and attachments, as well as tables and footnotes throughout, may be single-spaced.
- ▶ Pages in excess of the 100-page limit will be removed in the initial review and will not be considered in the merit review scoring process. Additionally, ANA will use a formula to determine the adjusted page count for applications with fonts, margins, or line spacing that are too small. Blurred or illegible pages will also be cut.



Preparing and Submitting the Application

Funding Timeline



	Language	ERE	SEDS/SEDS-AK
NOFOs Published	March 19	March 19	March 19
Application Due Date	May 20	May 20	May 20
Project Start Date	July 1	Sept. 30	Sept. 30

- ▶ 8 ½" x 11" white paper with 1-inch margins all around
- ▶ Times New Roman, 12-point font
- ▶ Use Criteria As Your Headings
- ▶ You are not limited to just 2 file attachments – *but it is highly suggested*

Recommended Headings for Your ANA Application

- ▶ Project Introduction
- ▶ Current Community Conditions
- ▶ Project Goal
- ▶ Objectives
- ▶ Project Implementation
- ▶ Community-Based Strategy
- ▶ Population
- ▶ Outcomes
- ▶ Objective Work Plan
- ▶ Data Management
- ▶ Staffing Plan
- ▶ Partnerships
- ▶ Oversight Plan
- ▶ Line-Item Budget
- ▶ Budget Narrative

Formatting the Body of the Application:

Headings for each section bolded:

“Statements in quotes and italicized”

Heading for narrative:

Narrative for this section

Example:

Current community Condition:

“150 out of 200 (75%) of our community members have self-reported minimal to no understanding of our Native teachings and practices in our community survey”.

How our project will bring our community closer to reaching the Long-term Community Goal:

(Include Narrative Here)

Putting the Application Together

Double Spaced – *excluding*:

- ▶ Project Summary/Abstract
- ▶ Required SFs
- ▶ Logic models
- ▶ Third-party agreements
- ▶ Line-item budget
- ▶ Required Assurances and Certifications
- ▶ Required OMB-approved forms
- ▶ Proof of legal status/non-profit status
- ▶ Letters of support
- ▶ Budget Justification
- ▶ Footnotes
- ▶ Tables
- ▶ Resumes

100 total page limit – *excludes*:

- ▶ OMB approved forms
- ▶ Project Summary
- ▶ Required Assurances and Certification

(Business plans no longer exempt)

Putting the Application Together

Applications must be submitted electronically through [Grants.gov Workspace](#)

- ▶ Exemption requests for paper submission must be received by ACF no later than 2 weeks before the application due date. This is 14 calendar days prior to the application due date.

Note: If you absolutely must request a paper submission waiver, do not wait!

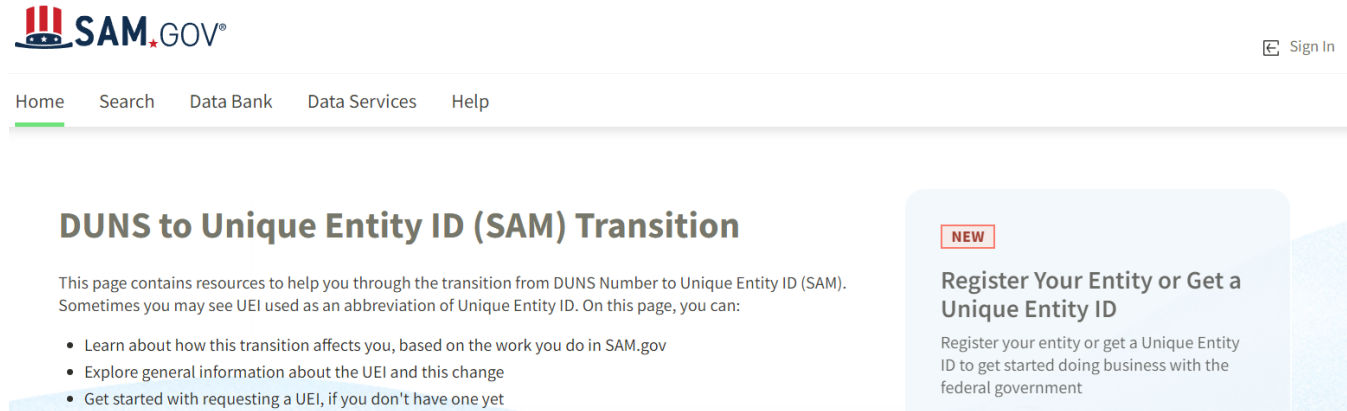
Paper submissions will take additional time to submit when compared to electronic submission.

Although the deadline is 2 weeks in advance, it will take ANA time to review and respond which may not give you enough time to put your application in the mail.

Registering can take up to five weeks

Pages 143-146

1. Unique Entity ID (UEI) SAM



The screenshot shows the SAM.GOV website. At the top left is the SAM.GOV logo. To the right is a 'Sign In' button. Below the logo is a navigation menu with 'Home', 'Search', 'Data Bank', 'Data Services', and 'Help'. The main content area features a heading 'DUNS to Unique Entity ID (SAM) Transition'. Below this heading is a paragraph: 'This page contains resources to help you through the transition from DUNS Number to Unique Entity ID (SAM). Sometimes you may see UEI used as an abbreviation of Unique Entity ID. On this page, you can:'. This is followed by a bulleted list: 'Learn about how this transition affects you, based on the work you do in SAM.gov', 'Explore general information about the UEI and this change', and 'Get started with requesting a UEI, if you don't have one yet'. To the right of this content is a light blue callout box with a 'NEW' tag, containing the text 'Register Your Entity or Get a Unique Entity ID' and 'Register your entity or get a Unique Entity ID to get started doing business with the federal government'.

2. Grants.gov



The screenshot shows the Grants.gov website. At the top right are links for 'HELP', 'REGISTER', and 'LOGIN'. Below these is a search bar with 'Grant Opportunities' selected and a 'GO' button. A navigation menu includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The breadcrumb trail reads 'GRANTS.GOV > Applicants > Organization Registration'. The main heading is 'ORGANIZATION REGISTRATION'. On the left is a sidebar with 'GRANT APPLICATIONS' (How to Apply for Grants, Track My Application), 'APPLICANT RESOURCES' (Workspace Overview, Applicant Eligibility), and 'Organization Registration' (Step 1: Obtain a DUNS Number, Step 2: Register with SAM, Step 3: Register with Grants.gov, Applicant Registration, Applicant Training, Applicant FAQs, Adobe Software Compatibility, Submitting UTF-8 Special Characters, Encountering Error Messages). The main content area features a large image of the US Capitol building. Below the image is the heading 'Registering an Organization' and a paragraph: 'The instructions below are for new organizations or organizations that have never applied for a federal grant before. Most applicants work for organizations that already completed these steps to do business with the federal government.' Below this is another paragraph: 'Before your organization can apply for a federal grant, there are several steps an organization must complete outside of Grants.gov prior to submitting an application through Grants.gov. An organization is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Once you form a legal entity with a Employer Identification Number (EIN), you are ready to complete the'. To the right of the main content is a 'Help: Online User Guide' section with the text: 'Find registration, search, and application instructions for all users in the Grants.gov Online User Guide.' and 'For detailed applicant information, review the Applicants section of the online user guide.'

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

Search for the NOFO on Grants.gov

Select Account Type:

APPLICANT GRANTOR EEBZ POC

Applicant Login

Login below for additional Applicant features. To track your application without logging in, visit the [Track My Application](#) page. If you do not have a Username and Password, please [Register as a New User](#).

USERNAME:

PASSWORD: **LOGIN**

(Case Sensitive)

[Change My Password](#)
[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)



GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA Number:

SEARCH

Use the CFDA number located in the Notice Of Funding Opportunity (NOFO) to search for the application package.

Observe electronic file naming conventions.

- ▶ Improperly named files will not pass validation at Grants.gov.
- ▶ Limit filenames to 50 or fewer characters.
- ▶ Do not attach any documents with the same name. All attachments should have a unique name.
- ▶ Attachments that do not satisfy the following rules regarding the use of special characters may cause the entire application to be rejected or cause issues during processing.

Documents to Submit

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
<input type="checkbox"/>	Objective Work Plan [V1.2]

SF 424 - #18

18. Estimated Funding (\$):

* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	

Only use budget numbers from Year 1

Application for Federal Assistance SF-424

* 1. Type of Submission:		* 2. Type of Application:		* If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		<input type="text"/> <input type="text"/>	
* 3. Date Received:		4. Applicant Identifier:			
<input type="text"/>		<input type="text"/>			
5a. Federal Entity Identifier:			5b. Federal Award Identifier:		
<input type="text"/>			NE14000196		
State Use Only:					
6. Date Received by State:		7. State Application Identifier:			
<input type="text"/>		<input type="text"/>			
B. APPLICANT INFORMATION:					
* a. Legal Name: BUILDING IIPAY NATION PROJECT					
* b. Employer/Taxpayer Identification Number (EIN/TIN):			* c. Organizational DUNS:		
95-3215892			1847080970000		
d. Address:					
* Street: 100 SCHOOL HOUSE CANYON ROAD					
Street2: <input type="text"/>					
* City: SANTA YSABEL					
County/Parish: <input type="text"/>					
* State: CA: California					
Province: <input type="text"/>					
* Country: USA: UNITED STATES					
* Zip / Postal Code: <input type="text"/>					
e. Organizational Unit:					
Department Name:			Division Name:		
<input type="text"/>			<input type="text"/>		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		* First Name: VIRGIL			
<input type="text"/>		<input type="text"/>			
Middle Name: <input type="text"/>					
* Last Name: PERES					
Suffix: <input type="text"/>					
Title: TRIBAL CHAIRMAN					
Organizational Affiliation: <input type="text"/>					
* Telephone Number: (760) 765-0845 Fax Number: <input type="text"/>					
* Email: VIAPCH@MAIL.COM					

Section A

Use Year 1
budget numbers

[View Burden Statement](#)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SEDS - Fed Share	93.612	\$ <input type="text"/>	\$ <input type="text"/>	\$ 39X,XXX	\$ <input type="text"/>	\$ <input type="text"/>
2. SEDS - NFS	93.612	<input type="text"/>	<input type="text"/>	<input type="text"/>	9X,XXX	<input type="text"/>

SF 424A

Section B

Column headings may be pre-populated.
Enter Object Class Category subtotals under each column
using Year 1 Budget numbers

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	SEDS- Fed Share	SEDS - NFS	 	 	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Use Year 1
budget numbers**

Non-Federal Resources

Section C

Your Match

Match you are receiving from Others

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Forecasted Cash Needs

Section D

Year 1 budget numbers

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Be Realistic! Don't just divide by 4.

Funding Periods For Multiple Year Projects

Section E

(For Multiple Year Projects)

Year 2 **Year 3** **Year 4** **Year 5**

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

File 1

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
<input type="checkbox"/>	Objective Work Plan [V1.2]

File #1 – Attach Single PDF

- **Project Summary/Abstract**
- **Table of Contents**
- **Approach**
 - Long-Term Community Goal
 - Current Community Condition
 - Project Goal
 - Objective(s)
 - Outputs
 - Outcome(s)
 - Indicator(s)
 - Outcome Tracker and Outcome Tracking Strategy
 - Community-Based Strategy
 - Readiness & Implementation Strategy
 - Geographic Location
- **Organizational Capacity**
- **Budget**
 - Line-item
 - Budget Justification

Number ALL Pages

Upload File 1

PROJECT NARRATIVE FILE(S)

MANDATORY PROJECT NARRATIVE FILE:

Mandatory Project Narrative
Filename:



ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL PROJECT NARRATIVE FILE(S):

To add more Project Narrative file attachments, please use the Add Attachments button below.



File 2

Include in Package	Form Name (Click to Edit)
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]
<input type="checkbox"/>	Objective Work Plan [V1.2]

File #2 – Attach Single PDF

Appendices

- Additional Information on Eligibility
 - Governing Body Documentation
 - Assurance of Community Representation on Board of Directors
- Resumes
- Job Descriptions
- Protection of Sensitive & Confidential Information
- Maintenance of Effort
- Commitment of Non-Federal Share
- Indirect Cost Agreement, if applicable
- Letters of Commitment
- Third Party Agreements, if applicable
- Business Plan, if applicable
- Other attachments

Continue page numbering from where File 1 left off. Final page = <150.

Upload File 2

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment
Filename:



ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

~~ADD ATTACHMENTS~~

Upload Objective Work Plan (OWP)

For the OMB-Approved
MS Word or PDF Version

OTHER ATTACHMENT FILE(S)

MANDATORY OTHER ATTACHMENT:

Mandatory Other Attachment
Filename:



ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

OPTIONAL OTHER ATTACHMENT(S):

To add more Other Attachment attachments, please use the Add Attachments button below.

ADD ATTACHMENTS

Complete and Submit

Unlock all forms – Check Application – Complete and Notify AOR

Mandatory	Passed [Locked]	Nov 16, 2017 04:10:26 PM EST		Unlock	Download Upload Reuse Webform
-----------	--------------------	---------------------------------	--	--------	--

The AOR must sign and submit:

Workspace Actions:

Preview Application Forms Check Application **Sign and Submit** Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions > ?

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	Passed			Download Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]			Download Webform

Sign and Submit

If you want to submit the application package, enter your password and click the 'Sign and Submit' button below to complete the process.

*Password:

Sign and Submit Cancel

<https://www.youtube.com/watch?v=oCxFGjxoqWE>

After you Submit Your Application

Confirm that your application was received

Make sure your PI/PD, point of contact, and AOR are checking their emails and answering telephone calls.

1. Receipt Email
2. Validation Email
3. **Agency Retrieval Email** ✨

After you Submit Your Application

Receipt and Review

- ▶ 3 Confirmations.
- ▶ Panel Review.
- ▶ ANA Internal Review.



Apply to be a Panel Reviewer



Serving as a Panel Reviewer is the best way to become an expert at writing ANA grants

- ▶ Read and score real ANA grant applications
- ▶ Learn firsthand how applications are reviewed
- ▶ Meet other reviewers from around the nation.

<https://www.acf.hhs.gov/ana/grants/objective-panel-review>

A sunset scene with a bright sun in the center, surrounded by dark, dramatic clouds. The sun is a bright yellow circle, and the sky around it is a deep orange-red. The clouds are dark and silhouetted against the bright sky. Below the sun, there is a white, wavy horizontal line. The foreground is a dark, flat field, possibly a meadow or a plain, with some distant hills or mountains visible on the horizon.

Congratulations!
What's Next?



Next Steps

How will you take this information back to your community?

- ▶ **What's the first thing you'll bring up with your project team?**
- ▶ **Would you like to schedule a meeting with your TA provider?**



Taking it back to the community

- ▶ Gather your grant-writing team.
- ▶ Convene community meeting(s), if you haven't already
- ▶ Make sure your organization is registered in Grants.gov
- ▶ Pre-Application Electronic Technical Assistance (ETA)
 - ▷ Receive up to 16 hours of one-on-one ETA
 - ▷ Get a full review, mock score on your draft application
 - ▷ **Draft application must be at least 75% complete**
- ▶ Submit your application at least 2 days before deadline.



**THE WESTERN REGION TEAM
THANKS YOU FOR YOUR PARTICIPATION
PLEASE COMPLETE OUR SURVEY**



Take Advantage of Electronic Technical Assistance (ETA)

Whether you're planning, implementing, or sustaining a project, help is always available to you via phone, email, or fax.

REQUEST ETA

- **Free training and technical assistance**

- www.anawestern.org

- 855-890-5299

- anawestern@mn-e.com

Technical Assistance, Training, & Resources

Technical Assistance



Resources



Notice of Funding





▶ acf.hhs.gov/ana