Grant Writing Basics and Budget for 2023 SDPI Application

IHS Division of Diabetes Treatment and Prevention
May 24, 2022
Abbreviations

- AI/AN = American Indian/Alaska Native
- ADC = Area Diabetes Consultant
- AOR = Authorized Organization Representative
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- DTLL = Dear Tribal Leader Letter
- DUIOLL = Dear Urban Indian Organization Leader Letter
- DUNS = Data Universal Numbering System
- IHS = Indian Health Service
- MOA = Memorandum of Agreement
- NOFO = Notice of Funding Opportunity (also known as FOA)
- ORC = Objective Review Committee
- SAM.gov = System for Award Management
- SDPI = Special Diabetes Program for Indians
- TLDC = Tribal Leaders Diabetes Committee
- UEI = Unique Entity Identifier
- UIO = Urban Indian Organization
Today’s Webinar

Focus is to prepare for the 2023 application process

Topics:
– Provide information on the 2023 application process
– Steps to prepare a successful grant application
– Creating a budget
– Tips to strengthen your application
– Resources
The SDPI Application for 2023 will undergo a different application process

New Grant Cycle (2023 – 2027)
Information on this application process

• Applicants goal is to achieve a fundable score.
• All eligible applicants who submit a completed application and achieve a fundable score in objective review will receive funding.
• Essential to submit a complete application by the due date!
• The 2023 application process begins with a Notice of Funding Opportunity (NOFO).
The 2023 SDPI NOFO is Coming Soon!
Carefully Read Through the NOFO

• The NOFO will provide a description of the project and the entities that are eligible to apply.

• The objective review evaluation criteria will also be provided.

• Each application will be reviewed by an Objective Review Committee (ORC) and scored based on the evaluation criteria.
The Objective Review Committee (ORC) Process

- ORC Process:
  - Applications that pass screening will be peer reviewed by a panel of at least three people.
  - Assess and score each application independently.
  - Then, the peer review panel will convene to discuss the merits of the applications.
  - A series of policies and assurances are in place to maintain a fair, objective process based on material facts in the applications and without conflicts of interest (COI) for the peer reviewers.
  - The federal agency staff monitor and participate in this review.
Take Note of the Application Due Date

Plan to submit your application **early**!

– Submit at least several weeks before the application due date.

– If you submit early, your organization will have a chance to correct problems/errors (as long as this is done before the due date).
Examples of Common Problems/Errors

• Skipping questions or not addressing what is being asked.
• Inconsistent or unclear project focus.
• Incomplete information or unsigned documents or forms.
• Missing documents and forms such as:
  – Resumes
  – Diabetes Audits
  – Budget
Technical Assistance

DDTP, DGM, and ADCs:

• **Will** provide training and technical assistance before and after the NOFO is released.

• **Will not** be able to assist with writing individual applications.
What to do Now to Prepare for the 2023 Application Process

Ensure your organization’s grant/financial information is current to submit your application.

1. SAM.gov (System for Award Management)
2. AOR (Authorized Organization Representative)
3. Grants.gov

Make sure that these are now current and remain up-to-date throughout the 2023 application process.
Review Your 2016 and 2022 Applications

- Both applications can be found in GrantSolutions (look at grant history).
- Your 2016 application is the last application your program submitted during a similar application process.
- Your 2022 application is the latest continuation application that your program submitted.
- Note similarities and differences in questions asked and changes in your program plan over the years.
- Also review your 2016 Executive Summary which provides review feedback of your 2016 application (can be found in grant notes).
Steps to Prepare for the 2023 SDPI Application
Step 1: Identify Your Team

Start the conversation with all those involved:

- Key program staff (SDPI)
- Diabetes Advisory Group
- Health Agency
- Tribal Council/Leaders
- Administrative Staff
- Grant Writers
Step 2: Meet with the Team

- Discuss the application process, time lines, and local approvals.
- Discuss how to build on previous SDPI program accomplishments.
  - Strengths, challenges, and improve weaknesses
  - Current resources and how to expand
- Based on discussion, set a direction for 2023 such as;
  - Selecting a Best Practice and Target Group.
  - Identifying Diabetes Audit improvements.
  - Identify a plan for data collection
Step 3: Start the Application Well Ahead of the Due Date

- Read the entire Application
- Review the language/terminology (RKM, SOS, Best Practice)
- Learn about audits:
  - Financial audit; contact DGM
  - Diabetes Audit; contact the Audit Team (diabetesaudit@ihs.gov)
- Gather the correct documents
- Complete the correct documents/forms/templates.
Step 4: Complete the Project Narrative

Get started with first draft:

- Read the questions carefully
- Be specific and concise in answering each question
- Use complete sentences
- Check spelling to avoid typos
- Spell out acronyms, at least once, when first mentioned
- Proofread, proofread, and proofread!!!
Step 5: Creating a Budget

A budget narrative:

- Provides a brief justification for each budget item
- Describes the need and relevancy to the proposed project
- Supports the project activities/services for AI/AN communities
Creating a Budget Narrative

• Match the scope of work described in the Project Narrative.
• Reflect reasonable and allowable costs.
• Aim for the budget to be accurate, reasonable, consistent and brief to strengthen the application.
• Note any page limits (for SDPI 2022 – was 7 pages)
SF 424A
Budget Information

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### SECTION B - BUDGET CATEGORIES

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**7. Program Income**

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Indian Health Service
Division of Diabetes Treatment and Prevention
## Line Item Budget – SAMPLE

### A. Personnel

- **Program Coordinator**: 40,000
- **Administrative Assistant**: 6,375
- **CNA/Transporter**: 6,552
- **Mental Health Counselor**: 2,162
- **Total Personnel**: 58,694

### B. Benefits

- **Program Coordinator**: 14,000
- **Administrative Assistant**: 2,231
- **CNA/Transporter**: 2,393
- **Mental Health Counselor**: 2,019
- **Total Fringe Benefits**: 20,543

### C. Supplies

- **Desktop Computers and Software**: 3,000
- **Exercise Equipment**: 3,100
- **Laptop Computer**: 1,500
- **LCD Projector**: 1,200
- **Educational/Outreach**: 3,000
- **Office Supplies**: 1,200
- **Supplies for Wellness Lunches**: 2,400
- **Medical Supplies (Clinic)**: 3,000
- **Total Supplies**: 18,600

### D. Training and Travel

- **Local Mileage**: 1,350
- **Staff Training & Travel - Out of State**: 2,400
- **Total Travel**: 3,750

### E. Contractual

- **Fiscal Officer**: 16,640
- **Consulting Medical Doctor**: 14,440
- **Registered Dietitian/Diabetes Educator**: 18,720
- **Exercise Therapist**: 33,250
- **Total Contractual**: 83,050

### F. Equipment

- **Heavy Duty Printer/Scanner/Copier**: 9,000
- **Total Equipment**: 9,000

### G. Other Direct Costs

- **Rent**: 20,805
- **Utility**: 4,000
- **Postage**: 500
- **Telephone**: 2,611
- **Audit Fees**: 2,500
- **Professional Fees**: 2,400
- **Insurance Liability**: 1,593
- **Office Cleaning**: 1,680
- **Storage Fees**: 240
- **Biohazard Disposal**: 154
- **Marketing/Advertising**: 2,010
- **Total Other Direct Costs**: 38,493

### H. Indirect Costs (15%)

- **Indirect Costs**: $34,819

**TOTAL DIRECT COSTS**: $232,130.00

**TOTAL DIRECT COST AND INDIRECT COSTS**: $266,949
Budget Justification

A. Personnel: $58,694.00

Program Coordinator: George Smith
A full-time employee responsible for the implementation of the program goals as well as overseeing financial and grant application aspects of the agency.
(100% Annual Salary = $49,000/year)

Administrative Assistant: Susan Brown
A part-time employee responsible for providing assistance to the Program Coordinator.
(416 hours x $13.32/hour = $6,932.12)

CAN/Transporter/Homemaker: To be named
A full-time employee working 8 hours per week on this grant providing transportation services and in-home health care to clients.
(416 hours x $15.75/hour = $6,552.00)

Mental Health Counselor: Lisa Green
A part-time employee works 6 hours per week in the ADAPT/Mental Health Program providing counseling and workshops to clients.
(6 hours x 52 weeks x $18.49/hour = $5,768.88)

B. Fringe Benefits: $20,545.00

Fringe benefits are calculated at 35% for both salaried and hourly employees. Fringe is composed of health, dental, life and vision insurance (20%), FICA/Medicare (7.65%), worker’s compensation (1.10%), State unemployment insurance (1.25%), and retirement (5%).

Program Coordinator: $14,000
Administrative Assistant: $2,230.59
CAN/Transporter/Homemaker: $2,293.20
Mental Health Coordinator: $2,019.11

C. Supplies: $18,600.00

Desk Top Computers and Software:
Needed by our Diabetes Educator, Exercise Specialist, and Medical Director in order to access and update information on client’s records. (2 x $1,500.00 = $3,000.00)

Exercise Equipment:
Elliptical/step trainer equipment (creates less impact on the knees), body fat analyzers, 8 dumbbell weights, 4 exercise balls, 4 exercise mats, step stretch, adjustable bench, bow equipment = $3,500.00

Laptop Computer:
This type of computer is needed to be used in conjunction with the LCD projector that will be used by the Diabetes Educator for presentations. Cost is $1,200.00.

LCD Projector:
This equipment will be used by the Diabetes Educator for presentations. Cost is $1,200.00.

Educational & Outreach Supplies:
Various printed literature, books, videos, pamphlets, pens, bottled water, little promotional items will be needed to hand out at various health fairs, events, and to various groups to educate and promote health. Funds allocated are $3,000.00.

Office Supplies:
General office supplies are essential in order to properly maintain client records, financial records, and all reporting requirements. General office supplies include file folders, labels, turning pads, pens, paper clips, and etc. $5,200.00 will be included in this budget.

Supplies for Monthly Wellness Meetings:
An allocation of $200.00 has been made towards teaching tools that will be used by the Diabetes Educator during the monthly wellness classes.
($200.00 x 12 months = $2,400.00)

Medical Supplies - Clinic:
An allocation has been made for purchasing medical supplies for our clinic such as alcohol wipes, strips for glucometers, paper sheets, gloves, gowns, etc., in the amount of $3,000.00.
Example of a Budget Justification

C. Supplies: $18,600.00

Desk Top Computers and Software (5)
Needed by our Diabetes Educator, Exercise Specialist, and Medical Director in order to access and update information on client’s records. (5 x $1,500.00 = $7,500.00)

Exercise Equipment
Physical exercise equipment (creates less impact on the knees), body fat analyzers, 8 dumbbell weights, 4 exercise balls, 4 exercise mats, step, stretch adjustable bench, bicep curl machine, 4 medicine balls, 2 dance pads, ball stacks set, and exercise video. Total for all exercise equipment is $3,200.00.

Laptop Computer
This type of computer is needed to be used in conjunction with the LCD projector that will be used by the Diabetes Educator for presentations. Cost is $1,500.00

LCD Projector
This equipment will be used by the Diabetes Educator for presentations. Cost is $1,500.00

Educational & Outreach Supplies
Various printed literature, brochures, videos, pamphlets, pens, bottled water, little promotional items will be needed to hand out at various health fairs, events, and to various groups to educate and promote health. Funds allocated are $2,000.00.

Office Supplies
General office supplies are essential in order to properly maintain client records, financial records, and all reporting requirements. General office supplies include file folders, labels, writing pads, pens, paper clips, tape, etc. $1,200.00 will be included in this budget.

Supplies for Monthly Wellness Meetings
An allocation of $200.00 has been made towards teaching tools that will be used by the Diabetes Educator during the monthly wellness classes.
($200.00 x 12 months = $2,400.00)

Medical Supplies - Clinic
An allocation has been made for purchasing medical supplies for our clinic such as alcohol wipes, strips for glucometers, paper sheets, gloves, gowns, etc., in the amount of $3,000.00.
Comparing the Budget Justification to the Line Item Budget

C. Supplies: $18,600.00

- Desk Top Computers and Software (2) $3,000
- Exercise Equipment $3,300
- Laptop Computer $1,500
- LCD Projector $1,200
- Educational/Outreach $3,000
- Office Supplies $1,200
- Supplies for Wellness Luncheons $2,400
- Medical Supplies (Clinic) $3,000

Total Supplies: $18,600.00

- Exercise Equipment
  - Elliptical cross trainer equipment creates less impact on the knees, body fat analyzer, 8 dumbbell weights, 4 exercise balls, 4 exercise mats, step stretch, adjustable bench, bow flex plates kit, 2 dance pads, bull stacker set, and exercise video. Total for all exercise equipment is $3,300.00.

- Laptop Computer
  - This type of computer is needed to be used in conjunction with the LCD projector that will be used by the Diabetes Educator for presentations. Cost is $1,200.00.

- LCD Projector
  - This equipment will be used by the Diabetes Educator for presentations. Cost is $1,200.00.

- Educational & Outreach Supplies
  - Various printed literature, books, videos, pamphlets, pens, bottled water, little promotional items will be needed to hand out at various health fairs, events, and to various groups to educate and promote health. Funds allocated are $3,000.00.

- Office Supplies
  - General office supplies are essential in order to properly maintain client records, financial records, and all reporting requirements. General office supplies include file folders, labels, writing pads, pens, paper clips, toner, etc. $1,200.00 will be included in this budget.

- Supplies for Monthly Wellness Meetings
  - An allocation of $200.00 has been made towards teaching tools that will be used by the Diabetes Educator during the monthly wellness classes. ($200.00 x 12 months = $2,400.00)
Review your Budget

Ask yourself:

• Does the budget match the scope of work described in the Project Narrative?
• Is each item adequately specified and justified?
• Is the Budget Narrative within the guidance on 7 page limit?
• Does the total funding amount match between SF 424A, and the line item budget and the justification total?
• Is the budget reasonable and realistic?
Tips to Improve your Budget

• Ensure you have the correct total dollar amount for your budget.
• Personnel identified in budget match the paid staff listed in the project narrative.
• Make sure that your budget aligns with the:
  1. Best Practice
  2. Other Activities/Services not related to Best Practice
  3. Diabetes Audit improvements
Tips to Strengthen Your Application

• Identify who, where, what and when for the Best Practice activities and services. Be specific.
• Be consistent –the budget narrative should reflect the program activities and services.
• Review a copy of the entire application to ensure accuracy and completeness. Use the Application Checklist.
• Invite others to proofread the application.
10 Questions for a Successful Grant Application

Does your program:

1. Address diabetes prevention and/or treatment?
2. Align with stated funding priorities and eligibility guidelines?
3. Offer new or innovative ideas or does it build upon past success?
4. Have the ability and/or experience necessary to accomplish the proposed project?
5. Have the leadership that supports the local SDPI program’s goals and objectives?
10 Questions for a Successful Grant Application

Does your program:

6. Provide a clear plan of action?
7. Have a budget that is accurate, reasonable, and consistent with the project narrative?
8. Identify plans for collaborating and forming partnerships?
9. Identify and describe a reasonable target group?
10. Have all application documents completed?
Application Resources

- **SDPI Training webpage** – Upcoming and recorded webinars.
- **Grants.gov** – Web-based system where 2023 grant application will be submitted.
- **DGM website** – policies, forms.
Stay in Touch

• SDPI Grantee email list
  – send a request to be added to sdpi@ihs.gov
  – Emails will provide latest updates, webinars, and resources.

• ADC Directory
  – Stay in touch with your ADC for guidance and local training opportunities/resources.

• Division of Grants Management/Grants Management Specialist
  – May provide further guidance on the 2023 application process.
Grant Writing Resources

• Community Toolbox: Toolkit #14. Applying for Grants
  https://ctb.ku.edu/en/applying-for-grants/examples

• The Community Guide: https://www.thecommunityguide.org/

• Grants Learning Center:
  https://www.grants.gov/web/grants/learn-grants.html
DDTP Online Catalog:
– Culturally relevant materials for patients and clients.
– Tip sheets, A River Runs Through Us 90-Day Journal for Wellness, My Native Plate, and more!
– Order or download Free copies!

Diabetes Education Lesson Plans:
https://www.ihs.gov/diabetes/clinician-resources/diabetes-education-lesson-plans/
Contact Info: DGM (Updated May 2022)

- IHS Division of Grants Management
  - Website: [www.ihs.gov/dgm](http://www.ihs.gov/dgm)
  - Main line: 301-443-0243

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Questions?

- www.ihs.gov/diabetes/
- www.ihs.gov/sdpi/