



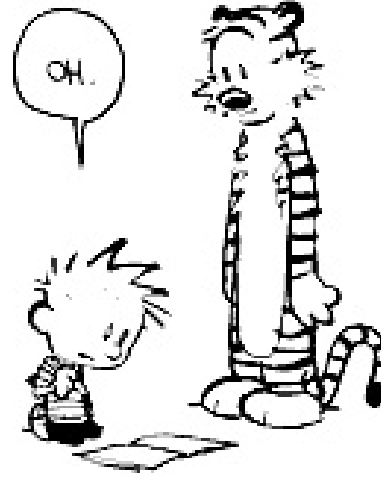
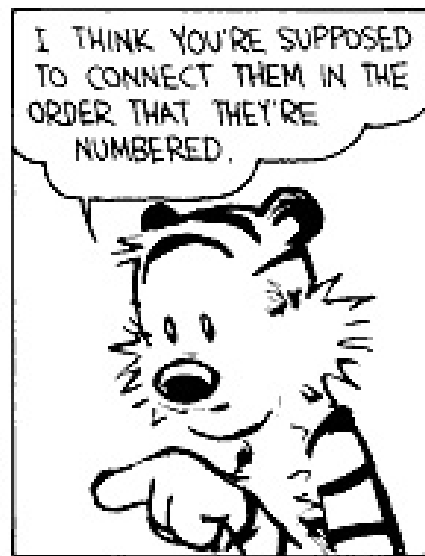
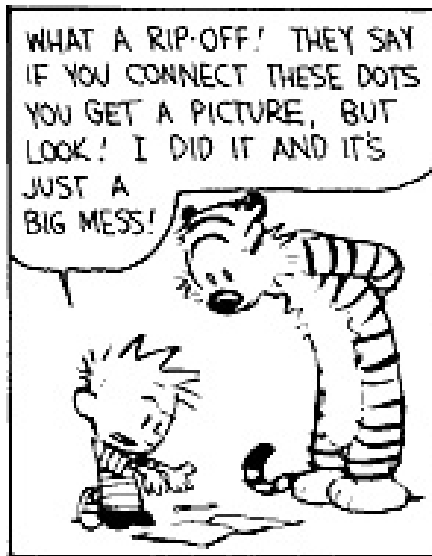
California Department of Food and Agriculture:

General Grant Writing Tips



Most Important Rule...

Follow the Directions!





RFP or NOFA

RFP: Request for Proposals

NOFA: Notice of Funding Availability

Example:

“The California Department of Food and Agriculture's (CDFA) Specialty Crop Block Grant Program (SCBGP) funds projects that *solely* enhance the competitiveness of California specialty crops.”



How to Begin

- Read the *entire* RFP.
- Make note of any technical requirements. These are not suggestions!
- Understand the intent of funding.
- Grants are not free money.



Emphasize the Public Benefit

"This grant would allow our organization to expand our training program and become the leading provider of training for socially disadvantaged farmers in Stanislaus County."

vs.

"This grant would enable our organization to triple the number of socially disadvantaged farmers served by our training program, thus countering the current deficit of professionally trained farmers in Stanislaus County."





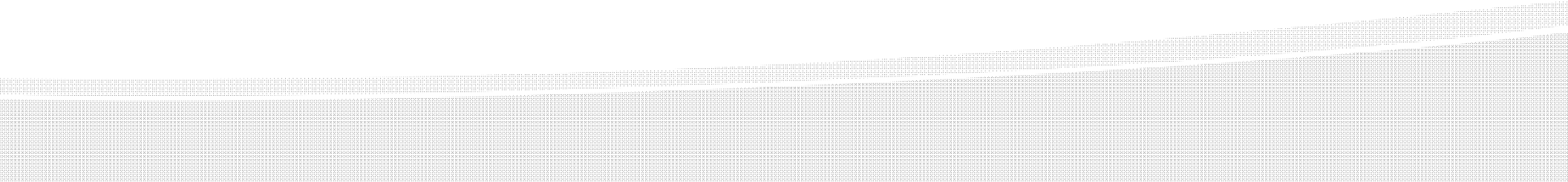
Core Components

- Organization Information
- Project Description (Abstract)
- Statement of Need or Problem
- Objectives/Measurable Outcomes
- Methods/Activities
- Evaluation plan
- Budget



Project Description (Abstract)

A short summary where you:

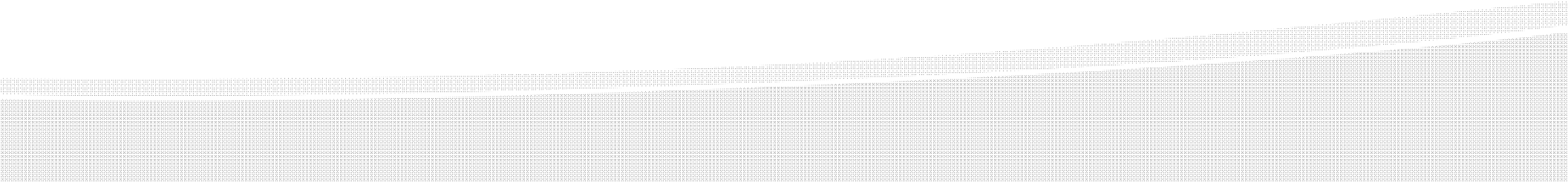
- Establish credibility
 - Describe the problem
 - Explain how you will address the problem
 - What the expected outcomes are
 - How you will evaluate success
- 



Project Description (Abstract)

Establish Credibility...

"Through its 25 years of training beginning farmers, the California Growers Academy has recognized the need for increased food safety instruction. In fact, data from US Agriculture indicate that 39 percent of specialty crop growers in the San Joaquin Valley lack access to food safety instruction...."





Statement of the Problem

~~Internal needs of your organization?~~

External problem your organization will solve

- Support the problem with data (don't overwhelm)
- Establish clear link between organization and problem



Statement of the Problem

"A 2016 survey conducted by the Department of Health found that fruit and vegetable consumption among adolescents between 12 and 18 years in Sacramento County was 2.3 cups per day, far below the recommended 3.5 to 6.5 cups....

However, teens who were taught how to cook healthy food reported eating 1.4 servings more than peers who had not been taught....

For the past 10 years, our district has increased interest in and consumption of fruits and vegetables among students in Sacramento County through school gardens and nutrition education....

This project proposes to increase consumption levels by implementing cooking classes for students that pair lesson plans about the benefits of healthy eating with cooking demonstrations and hands-on preparation of fruits and vegetables."



Objectives/Measurable Outcomes

Must be Specific and Measurable

Weak: “Provide cooking classes to teens between the ages of 14 and 18 one day a week.”

vs.

Strong: “250 teens between the ages of 14 and 18 will increase their consumption of fruits and vegetables by 1 serving per day by the end of the 2019 academic year as measured by pre- and post-program surveys.”





Methods/Activities

- Tell the reviewer what you will do
- Identify who will complete each task
- Explain why you believe the approach is valid
- Include a timeframe for each activity



Evaluation Plan

How will you measure success?

Measurable Outcome 1: “250 teens between the ages of 14 and 18 will increase their consumption of fruits and vegetables by 1 serving per day as measured by pre- and post-program surveys.”

- Evaluation Method 1: “Students will be surveyed at the beginning and end of the program to determine servings of fruits and vegetables consumed daily.”

Budget Tips

- Justify Your Costs
- Pay attention to Direct vs. Indirect
- Estimation is Encouraged
- Budgets can be Modified
- Check Allowability
 - Allowable and Unallowable Table
 - 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
 - For-profit organizations are subject to 48 CFR Subpart 31.2.





Quick & Dirty Grant Tips

Simple Tricks to Help Make Your Application More Successful!

- 1) Compose your answers in a Word document.
- 2) Complete a draft well before the deadline.
- 3) Read your answers out loud.
- 4) Find a second pair of eyes.
- 5) Avoid “our” and “we” statements.
- 6) Be sure your answers directly respond to the question asked.
- 7) Submit ahead of time.



Final Rule

Don't be afraid to ask!

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Thank You!

