Office of Criminal Justice Services
Grant Writing Training

Melissa Darby

Ohio Department of Public Safety

Request for Proposal

• Read! Read! Read!
  • Eligibility
  • Purpose
  • Format
  • Submission
Key Proposal Elements

Problem Statement

The Problem Statement defines the fundamental problem that the applicant is addressing, and provides a compelling logical reason why the applicant’s proposal should be supported.
Methodology

Includes:

- Description of the scope of the work and expected outcomes
- Outline of activities
- Description of the personnel functions with the names of key staff and consultants if possible.

Project Description

- Describes the model
- Describes the evidence
- Describes the activities
- Describes the impact
Sustainability

Collaborations

Obstacles

Accomplishments

Sustainability

Objectives

Objective

Performance Indicator

Baseline

Data Collection
### Objectives

<table>
<thead>
<tr>
<th><strong>SMART</strong></th>
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<tbody>
<tr>
<td>Specific</td>
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<tr>
<td>Measurable</td>
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<tr>
<td>Attainable</td>
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<tr>
<td>Relevant</td>
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<tr>
<td>Time bound</td>
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</table>

- **Objectives**
  - internal
  - agency

- **Process**
  - external
  - target population
Timeline/Activities

<table>
<thead>
<tr>
<th>Activities</th>
<th>Persons Responsible</th>
<th>Daily</th>
<th>Monthly</th>
<th>Quarterly</th>
<th>Annually</th>
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</thead>
<tbody>
<tr>
<td>Identifies activities from the beginning to the end of the project.</td>
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<tr>
<td>➢ Program activities</td>
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<tr>
<td>➢ Grants administration and program reporting activities</td>
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<td>➢ Data collection activities</td>
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<td>➢ Collaboration activities</td>
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</table>

Organizational Capacity

- Mission
- History
- Staffing
- Volunteers
- Cultural Competency
- Physical Resources
- Grants Administration

Organizational Capacity
Collaboration Boards

Budget

Cohesive
• Problem Statement
• Project Description
• Objectives

Amount
• Funding caps
• Reasonable

Narrative
• Required
• Further explanation of essential elements
Contact Information

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