Division of Alcoholic Beverage Control

Kelly Troilo, Grant Coordinator

Technical Assistance Workshop - GRANTS

Application Procedure

- Deadline of January 8, 2010; 4:30pm
  - No extensions or exceptions
- Facsimile copies will NOT be accepted
- Notification of acceptance or denial on or about April 9, 2010

- Send original application and **three copies** to:

  Kelly Troilo, Grant Coordinator

  Division of ABC

  140 East Front Street

  PO Box 087

  Trenton, NJ 08625-0087

Proposed Format

Applicant Information

- Applicant Information
- Contact Information
  - Primary
  - Secondary
  - Chief Financial Officer

Agency Information

- Background
- Experience
- Capabilities to perform program
- Demonstrate Knowledge of Underage Drinking Issues

Program Narrative

- Problem Statement
- Goals
- Objectives
- Activities
- Format for Goals, Objectives, and Activities
- Timeframe
- Organizational Relationships

Program Narrative:
Problem Statement

- What is a problem statement
- Characteristics of a problem statement
- Tips for writing a problem statement
- Data

Program Narrative:
Goals

- Definition
- Guidelines

Program Narrative:
Objectives

- Definition
- Guidelines
- Questions your objectives should answer

Program Narrative:
Activities

- Definition
- Guidelines

Program Narrative:
Format for Goals, Objectives, and Activities

- Goal
  - Objective 1
    - Activity 1
    - Activity 2
  - Objective 2
    - Activity 1
    - Activity 2
  - Objective 3
    - Activity 1

Program Narrative:
Timeframe

- ## Create Timeline
  - ### Objective
    - #### Activities
      - Staff
        - Timeframe (in months)

Program Narrative:
Organizational Relationships
(if applicable for this program)

- Describe any Partnerships and/or Coalitions with other Agencies/Organizations
- Describe the use of Volunteers
- Include any Letters of Support

Project Management and Staff

- Provide current resumes of KEY staff involved
- Include Organizational Chart
  - Attached Job Descriptions, Responsibilities, Education and Experience Requirements for each title
- Indicate if positions will be full or part-time and number of hours or percentage of time that will be devoted to the project
- Indicate if using existing staff or new hires

Evaluation

- Describe Evaluation Plan that will measure the extent to which objectives are being achieved
- Must specify how, when, what types of data will be collected and who will be conducting the evaluation
- Reasons for conducting an Evaluation

Budget

- Salaries and Wages
    - Fringe Benefits
- Contractual
- Travel
- Consumable Supplies
- Other Costs
- Equipment
- Indirect Costs
- Budget Summary

Budget:
Salaries and Wages

- List each position by title and name of employee
- Show the annual salary rate
- Show the percentage of time devoted towards the project per each employee
- Fringe Benefits:
  - Not applicable to Cops-in-Shops
  - Salary x Current fringe benefit rate

Budget:
Contractual

- To be used when outsourcing to a Consultant or when operating under a contract

- Consultant Fees
  - Must provide name, service, fee and time devoted to project
    - Limited to $450 per day unless prior approval from ABC

- Consultant Expenses
  - List all other expenses such as travel, meals, etc.

- Contracts
  - Provide description of product or service and estimated cost

Budget:

Travel

- Itemize by purpose
  - (e.g. staff to training)
- Indicate travel location
- Show the basis of computation
  - (e.g. 2 people to 3 day training @ $X airfare, $X lodging, $X meals)

Budget:
Consumable Supplies

- List items by type
  - Office supplies, postage, training materials, copy paper and any expendable equipment items costing less than $5,000
- Show computation

Budget:
Other Costs

- List items by type
  - Rent, reproduction, telephone, janitorial and security services
- Show computation

Budget:
Equipment

- List non-expendable items that are to be purchased
  - Definition
- If rented or leased it should be included in contractual, not equipment
- Must explain how and why equipment is necessary for the project

Budget:
Indirect Costs

- Allowed only if the applicant has a Federally approved indirect cost rate
- Copy of approval rate must be attached

Budget:
Budget Summary

- Compute the total direct costs and the total project costs

- Indicate the amount of Federal requested and non-Federal funds that will support the project

- Include a Budget Narrative that explains each item in the Budget.

**each item in the application/proposal must be accounted for in both the Budget and the Budget Narrative

Resolution and Application Authorization

- Resolution
  - Required with application proposal
  - Not applicable if a non-governmental agency
- Application Authorization
  - Required with application proposal
  - Must be signed by Project Director

Reporting Requirements

- Applicants who are awarded the sub-grant are required to submit Progress and Financial Reports on a quarterly basis, within 10 days from the end of quarter

- After review of Quarterly Reports a reimbursement check will be issued

Contact Information

Kelly Troilo

Grant Coordinator

609-984-2656

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Problem Statement

What is a Problem Statement?

It is the heart of your case for support

It presents the facts and evidence that support your need for the project

It establishes that your agency understands the problems and therefore, can reasonably address them

Characteristics of a Problem Statement

Persuasive

Have a clear relationship to your organization's mission and purpose

Focuses on the needs of the community to be served, not the need of the organization

Any assertions made about the problem are well supported with evidence

Describes how the problem being addressed is consistent with the scope of your organization's ability to respond

Tips for Writing a Good Problem Statement

State the need or problem using hard-core statistics, not assumptions

Use statistics that are clear and that support your argument

Use comparative statistics and research wherever possible

Focus your explanation of the need on the geographic area you can serve

The Problem Statement should answer:

    What is the problem?

    Why does the problem occur?

    Who has the problem?

    Where are the people who have the problem?

    When is the problem evident?

    What documentation or evidence is there to support the needs statements about the problem?

    What will happen if the problem is not addressed?

    Why is your organization equipped to address the problem?

What Kinds of Data are Useful?

Data on incidence and prevalence of the problem

Data depicting factors contributing to or causing the problem

Data about the long and short term consequences of no intervention

Goals

Definition

A goal is a broad-based statement of the ultimate result of the change being undertaken.

Guidelines for Writing a Goal

When writing a goal statement, it is important to keep in mind the following questions. In doing so, it will help you with the continuation of your application.

> What major things must you accomplish to achieve your desired result?
> What changes must you bring about?
> What must you accomplish in terms of your role in a larger community?
> What must you do to ensure that your program will have the resources, in such areas as staff, facilities, and funding to achieve your goal

The goal MUST be tied to the problem statement

Objectives

Definition

An objective is a measurable, time-specific result that the organization expects to accomplish as part of the grant. Objectives are specific approaches to achieve the goal.

Guidelines for Writing Objectives

Objectives should be stated in quantifiable terms

They should specify the end result of an activity, as opposed to the program methods – Objectives are NOT activities

Clearly identify the population group being served

Objectives should be realistic and capable of being accomplished within the time frame indicated

Identify observable and measurable results

Questions the Objectives Should Answer

What are the key areas to be changed?

What segment of the population will be involved in the change?

What is the expected direction of the change? (increase, decrease, improvement, etc.)

What is the expected amount of change?

What is the deadline for achieving the expected degree of change?

Activities

Definition

Activities are the specific tasks that make up the work of the program. The activities support each objective and describe key operational elements of the program.

Guidelines for Writing Activities

List, in order, the tasks that will be completed to achieve the objective

For each task, provide a timeframe for completion

Identify the staff that will be responsible for completing each activity

List the resources needed to achieve the activity (staff hours, supplies, etc.)

Evaluation
Reasons for Conducting an Evaluation

Find out whether the program did what was expected
Determine if the methods specified were used and the objectives met
Determine if an impact was made on the problem that was identified
Maintain some control over the project
Make adjustments to the program to insure success
Questions to Keep in Mind when Planning your Evaluation
What questions will your evaluation seek to answer?
What are the specific evaluation plans and time frames?
What is the evaluation design?
What kinds of data will be collected?
How will the data be collected?
Will there be a comparison group or baseline measure?
Who will conduct the evaluation?