

THE PROCESS FOR APPLYING FOR A FEDERAL GRANT

The federal government provides millions of dollars in grant funding to support victims of human trafficking. Solicitations—also known as requests for proposals (RFPs)—are announced by a federal agency and posted on grants.gov. Listed below are the high-level steps for applying for federal grant money. Every grant program solicitation describes in detail the process for applying for a federal grant and should be the primary reference when drafting a grant proposal.

Steps for Applying for a Federal Grant

Review the eligibility and requirements—including the deadline—thoroughly and determine if the organization is eligible and can fulfill the requirements.

Draft an action plan in a sharable format with everyone working on the application. Include subrecipients, contractors, and subject matter experts.

Draft a memorandum of understanding (MOU) for each partner identified to work on the application. Include in the MOU a description of each organization, the names and positions of the individuals supporting the work, a sentence describing the basic elements of the MOU, and how the collaboration will contribute to the project's success. In addition, include any history about previous collaborations between the organizations, each organization's roles and responsibilities, and what resources each organization will contribute. Submit copies of all MOUs with the grant application.

Set up a schedule of tasks and timelines for the application period. Hold weekly calls to share ideas, answer questions, and remind all contributors of upcoming deadlines.

Draft text for each component of the solicitation, which typically includes—

- An abstract;
- A narrative describing the issues, project design, and implementation plan; the capabilities and competencies; and a data collection plan;

- Budget details;
- Time-task plan;
- Logic model;
- Resumes and job descriptions of key staff; and
- MOUs.

Fulfill the federal grant solicitation's requirement for attachments, which often includes—

- Application for Federal Assistance (SF-424); *Note: This will be finalized once the budget is determined;*
- Indirect Cost Rate Agreement;
- Financial Management and System of Internal Controls Questionnaire;
- Disclosure of Lobbying Activities (SF-LLL);
- Disclosure of Pending Applications;
- Research and Evaluation Independence and Integrity; and
- Organizational Chart.

Complete a draft of the organization's application. Include the requested budget and other relevant attachments one week prior to the submission deadline and distribute the draft for final review.

Meet with the team to review the draft, incorporate input and edits, and finalize the application.

Submit the application no later than the morning of the deadline date; should there be technical difficulties, assistance can be more easily obtained in the daytime.