

Grant Writing Workshop: Selling Your Treatment Court Program

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**National Treatment
Court Resource Center**

Disclaimer



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National Treatment Court Resource Center (NTCRC)



Our mission is to provide treatment court professionals with the information needed to design and implement programs that align with best practice standards, expand and enhance court operations, as well as collect and analyze program data.

NTCRC resources are featured on the website (www.ntcrc.org) and include original publications, interactive maps, operational materials organized by court type, seminal readings for treatment court stakeholders, calendar of professional development opportunities, and more.

Objectives



- 1) Increase attendees' knowledge regarding treatment court grant solicitations.
- 2) Increase attendees' understanding of grant planning activities.
- 3) Increase attendees' understanding of how to prepare a competitive project narrative.

Planning Activities



Review previous solicitations from funders (e.g., BJA, OJJDP, SAMHSA)

- Who is the applicant?
- From whom do you need authorization to apply?
- Annual timeline of grant solicitation release & due dates – will assist with planning

Review or create logic model for your program.

- This will be helpful with the Timeline (which includes goals/objectives) & the needs of your program/participants.

Planning Activities



Review program data

Conversations with team members regarding unmet needs of participants & program

What will you need in order to address these unmet needs?

- Personnel
- Evidence-based practices – which ones? Cost? Training?
- Contracts
- Operational items → UAs, treatment, recovery supports, housing, medications, etc.
 - How much do these items cost?
- Use Excel worksheet to begin drafting your budget

Planning Activities



- Solicitations provide instructions on required system registration(s)
- Ensure appropriate individuals/entities are registered
- Assign roles to agency representatives
- All roles should complete training within relevant systems

Before you get started...



Carefully read the solicitation!

- Who can apply (e.g., county, program, etc.)?
- What will grant funds support?

Determine the issue/need to be addressed w/ funding?

- Will you need community partners? If so, who? MOA or MOU?
- Letters of support?
- What evidence-based practices (EBPs) will be utilized?

What are the elements of the program that will be supported with these funds?

Before you get started...



Create an outline of the solicitation.

- List the bullets/headings for each section exactly as written

Pay attention to the dollar amount and length of the grant period.

- Information is located at the beginning of the solicitation

Create a “to do” list noting the documents needed for submission.

- From whom will you need to obtain supporting documents?
- Assign tasks to individuals/entities with deadlines
- Designate someone to organize all documents

A. Description of the Issue



Concise, clear,
& convincing

State issue/area of need
Challenges to addressing need
Potential benefits to be realized

Use data to
provide
evidence of
the need

Substance use data
Local arrest data
U.S. Census
Annie E Casey Foundation *Kids Count* data
Veterans Reentry Search Service (VRSS)
Status Query and Response Exchange System (SQUARES)

Insert
literature/
research to
support

www.ntcrc.org
Research partner/evaluator

Tips: Description of the Issue



01

Justify the
problem/need
with data

02

Cite your data
source(s)

03

Use YOUR
program data
when possible

04

Make sure your
data connects
to the issue/
need

B. Project Design & Implementation



Link to solicitation goals & mission of funding agency

Ensure proposed activities are realistic, logical, & feasible.

Clearly describe what you are proposing to do.

- Should be linked to the statement of the issue

Tips: Project Design and Implementation



Answer bullet/headings in order that they appear

Bold BPSs &/or court-type specific guiding principles within document

Discuss/justify use of evidence-based practices with research & literature

C. Capabilities and Competencies



- Skills & expertise related to project/program
- Credentials of team members
 - Treatment partnership/history
 - Training of team members
- Roles & responsibilities of ALL key personnel
- MOUs → start these **early** in the process
 - Team member
 - Fiscal Agent
- Often attach job descriptions and/or resumes (use your “to-do” list)

Tips: Capabilities and Competencies



Answer the bullet points in the order they are presented

Pay attention to needed attachments

- Indicated within the body of the solicitation & at the end.
 - Examples: job descriptions, resumes, MOUs, timeline, etc.

D. Plan for Collecting the Data Required



Review the required performance measures

- Each solicitation will have data elements that must be collected
- Links to Performance Measuring Tool(s) document in solicitation

Describe the process & the plan for collecting performance measure data

- Who is responsible for collecting these data?
- Where will the data be stored/maintained?
- When will the data be collected (e.g., point in time in program)?
- How often will the data be reviewed and analyzed?
- Who is responsible for data reporting?
- How often will stakeholders review data?
- What evaluation activities are currently taking place? If none, need to develop evaluation plan.

Time Task Plan

- Specific outline of objectives, timeline, major activities, & responsible parties

D. Plan for Collecting the Data Required



Build your data collection plan around the needed data

- What are your program outcomes?
 - Reduce recidivism
 - Increase employment level
 - Obtain/maintain stable housing
 - Reduce substance use
- What questions do you want to be able to answer?

Tips: Plan for Collecting the Data Required



- ✓ Answer the bullet points in the order they are presented
- ✓ Specify data collection plan/process
- ✓ Ensure that the data you need is available before funding is received
- ✓ Be sure to clearly state that the project can/will collect required performance measurement data

Community Reintegration Plan (e.g., aftercare)



The needs of participants do not end after they leave the program.

Planning for life after the program

- When does this begin?
- Who is involved in the process of preparing participants?
 - Treatment providers, case manager, recovery support specialist, probation officer, sponsor/social support persons, etc.
 - Alumni group
- What services are available within your community?
- What partnerships/collaborations can you leverage?

Will your program conduct follow-up with participants?

- Who's responsible?
- How often?

Developing a Sustainability Plan



- When does the planning process begin?
 - As soon as you get the award!
- Telling your story is KEY to being able to sell the program
 - Need data (qualitative & quantitative)
 - Presentations to elected officials
- Ideas for sustainability...
 - 501c3 status
 - State/Local funding
 - Foundation funding
 - Federal funding → expansion & enhancement
 - Community provider collaborations & resource sharing
 - Alumni-led community fundraiser

Abstract

A faint, light blue icon of a pair of scales of justice is visible in the bottom left corner of the slide. The scales have a central vertical pillar and two pans hanging from a horizontal beam.

Provides an overview of the project

Specific information needs to be included → note word limit

Typically written last

Tips: Abstract



- ✓ Be sure to address each bullet point

- ✓ Ensure that the information in the abstract is the same as the information in the project narrative.
 - ✓ Total budget amount matches?
 - ✓ # of participants served is the same?

- ✓ If required, provide page #s where you discuss the specific BPSs addressed within your project narrative.

In Summary...



Yes, there **are** places where there is repetition!

Start early & outline necessary steps for putting application materials together.

Be sure to answer all bullet points.

Use data & research to support the need for funding & the EPBs selected to address the area(s) of need.

Stay organized!

Thank you!



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Helpful Resources



- Evidence-based Practices

- www.ndcrc.org

- Budget

- SAMHSA Detailed Budget & Narrative Template User Guide

- <https://www.samhsa.gov/sites/default/files/grants/budget-template-user-guide.pdf>

- DOJ Grants Financial Guide

- <https://www.ojp.gov/funding/financialguidedoj/overview>

- Budget Information & Sample Budget Detail Worksheet

- <https://www.justice.gov/ovw/page/file/1107316/download>

- Travel

- <https://www.gsa.gov/travel-resources>

Helpful Resources



- Data

- Annie E Casey Foundation *Kids Count*

- <https://datacenter.aecf.org/data?location=AL#AL/2/0/char/0>

- Status Query and Response Exchange System (SQUARES)

- <https://www.va.gov/homeless/squares/>

- Veterans Reentry Search Service (VRSS)

- <https://vrss.va.gov>