

Proposal components, Part II

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MassDEP 319 Nonpoint Source Program

What we'll cover

- Budget
 - Detailed
 - Proposal
- Tasks & Deliverables
- Timeline
- Cover sheet
- Attachments
- Match commitment
- Letters of support

Budget

- Ask for enough money!
- Make sure the request is consistent with the narrative
- Use the budget format in the RFR
- Provide an additional detailed budget
- Keep administrative costs under control

Match Commitment

- Federal or non-federal?
- Cash or in-kind?
- In-hand or pending?
- What's a volunteer worth?
http://www.independentsector.org/volunteer_time
- All letters of match commitment should be included in the proposal

Check your math

- With a required match of 40%:
- If my project total is $\$300,000 \times 40\% = \$120,000$ match and \$ 180,000 grant
- If I only have \$76,000 available for match, then
 $\$76000 = .40x > \$76000 / .40 > \text{project total } \$190,000$
All I can ask for is \$114,000!

Tasks and Deliverables

- Spell out the discrete activities that will result in carrying out the project
- Deliverables should provide specific documentation of actions and results for each task.
- Output vs. Outcome: Activity vs Results

Cover sheet

- Usually provided in the RFR
- Provides consistent information to the reviewers and grantors: who is the applicant, how do we find you, what is this project about?

Attachments

- Make it easy on the reviewers: Excerpt and reference the important information within the proposal, include large documents on a CD or web link
- Provide data and evidence of the problem
- Drawings, plans, maps, schematics: what do you want to do? Where do you want to do it? How do we know it will work?

Support letters

- Support letters can make or break a proposal!
 - The best ideas may go nowhere if no one advocates for the project
- Permission for site access, construction, O&M is essential
- Partnerships and stakeholder support give you an edge