



Grant Writing Workshop

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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.

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).

Planning Activities



Review program/court data

Engage in conversations with team members/staff regarding unmet needs of participants &/or program

What will you need to address these unmet needs?

- Personnel
- Evidence-based practices – which ones? Cost? Training?
- Operational items → UAs, treatment, recovery support services, housing, medications, etc.
- Etc.

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 with funding?

- Will you need community partners?
 - Letters of support?
- What evidence-based practices (EBPs) will be utilized?

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

Before you get started...



Create an outline of the solicitation.

- List the bullets for each section exactly as written

Pay attention to the dollar amount & 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
Local jurisdiction &/or program data
Court data
U.S. Census

Insert literature/research to support

www.ndtrc.org
Google scholar

B. Project Design & Implementation



Link your proposal to the solicitation goals & mission of funding agency

Clearly describe what you are proposing to do.

- Should be linked to the statement of the issue

Ensure proposed activities are realistic, logical, & feasible.

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)

D. Plan for Collecting the Data Required



Review the required performance measures

- Link to Performance Measurement Tool (PMT) 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 performance management reporting?
- How often will stakeholders review data?
- What evaluation activities are currently taking place? If none, need to develop evaluation plan.

Timeline

- Enter the specific goals, objectives, & deliverables related to the proposed project

In Summary...



- ✓ Tell your story!
- ✓ 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.ntcrc.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/financialguidedojo/overview>
 - Budget Information & Sample Budget Detail Worksheet
 - <https://www.justice.gov/ovw/page/file/1107316/download>
 - Travel
 - <https://www.gsa.gov/travel-resources>