

2016-2017



**SEAGO - in Partnership with AZDOT
GRANT WRITING FOR TRANSIT PROVIDERS**



**M. Greene Planning
& Resource Development**

Linking organizations with resources to meet
challenges, direct growth, and build sustainability.

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SEARCHING FOR RESOURCES

Resources for Transit are most often and easily found through the Federal Transit Administration. Section 5310, 5311 funds and other resources developed through MAP-21 and the FAST Act are what we are most familiar with. There are, however; other choices when looking at federal funds and often those are found in departments that provide services or funding for your client base. If you receive funding from any of these – through the State or directly - be sure and include transportation costs in your applications.

These include:

- Housing and Urban Development
- Health and Human Services
- Department of Labor
- Department of Justice
- United States Department of Agriculture
- Department of Interior
- Department of Commerce

Federal sources can be found at www.CFDA.gov www.Grants.gov

In addition to federal resources, there may state resources. Most state funds are passed down from federal agencies and come to you either as a grant, contractor or as a subrecipient for a larger prime contractor.

Private foundation and corporate foundation dollars also are available and often are overlooked for transit or transportation services. There are a number of services that you can subscribe to that do the looking for you. I like two. One is free, the other I pay for when I need it.

The Foundation Center provides the [Foundation Directory Online](#) a subscription service that is comprehensive, easy to use and provides solid leads. You can subscribe for a 30 day period or a year. Using the 30 day period is a good idea and money saver if you can bundle all your grant search time together.

[The Arizona Grants Access Tool and Experts Source \(AzGATES\)](#) was created by Arizona State University and the Arizona-Mexico Commission to serve as Arizona's premier resource for obtaining funding for priority projects throughout the state. This is a free service and provides weekly updates on what funding opportunities are available for topics that you choose.

Dear AzGATES User,

Below you will find the weekly **AzGATES funding alerts** that you are currently subscribed to receive.

Thank you for using AzGATES, and good luck pursuing your funding goals!

Name: Improving Undergraduate STEM Education

Sponsor: National Science Foundation

Deadline: 3/16/15

Amount: \$250,000-\$500,000

Type: Education, Science & Technology

Description: The goals of these grants include: increasing the number and diversity of STEM students, preparing students well to participate in science for tomorrow, and improving students' STEM learning outcomes.

[Click here to learn more](#)

AzGATES is one of many resources provided to nonprofits by the ASU Lodestar Center. Click our logo above to learn more, or [click here](#) to subscribe to our bi-weekly e-newsletter, the Lodestar Center Nonprofit News (LCNN), your best source of nonprofit news, events and job postings!

This is an automated email from AzGATES. Please do not reply. In order to change your preferences regarding which topics you are interested in for funding alerts, please visit <http://azgates.asu.edu/>.

To unsubscribe, [click here](#) or send an email to: unsubscribe-155540@elabs6.com

ASU Lodestar Center for Philanthropy & Nonprofit Innovation
College of Public Programs | Arizona State University | University Center
Mail Code 4120
411 N. Central Ave. Suite 500, Phoenix, AZ 85004-0691
602.496.0500

Other sources close to home that we don't always remember are the generous contributions made by Tribal Gaming corporations. While many do not have websites, you can request to be added to their mailing list when notices of funding availability are made public. These gaming proceeds can fund projects on and off reservations so don't hesitate to inquire. And, if you bring clients or riders to the casino for recreation be sure and let the gaming office know in your application.

www.azgaming.gov/contributions.html

Ak-Chin Indian Community

Ak-Chin Tribal Gaming Agency
15406 Maricopa Road
Maricopa, AZ 85239
520-568-1600

Cocopah Indian Tribe

Cocopah Tribal Gaming Agency
P.O. Box 5087
Yuma, AZ 85366
928-217-7718

Colorado River Indian Tribes

C.R.I.T. Tribal Gaming Office
11222 Resort Dr., Suite B
Parker, AZ 85344
928-669-6510

Fort McDowell Yavapai Nation

Fort McDowell Tribal Gaming Office
P.O. Box 17891
Fountain Hills, AZ 85269
480-837-4797

Fort Mojave Indian Tribe

Fort Mojave Tribal Gaming Office
8490 S. Highway 95, Suite 103
Fort Mohave Valley, AZ 86440
928-346-2200

Gila River Indian Community

Gila River Tribal Gaming Office
1205 S. Nader, Box 5081
Chandler, AZ 85226
520-796-4452

Pascua Yaqui Tribe

Pascua Yaqui Tribal Gaming Office
7474 S. Camino de Oeste
Tucson, AZ 85746
520-838-6690

Quechan Indian Tribe

Quechan Tribal Gaming Office
P.O. Box 1899
Yuma, AZ 85366-1899
760-572-5464

Salt River Pima-Maricopa Indian Community

Salt River Pima-Maricopa Indian
Community Regulatory Agency
8840 E. Chapparal, Suite 165
Scottsdale, AZ 85250

San Carlos Apache Tribe

San Carlos Tribal Gaming Office
P.O. Box 1300
San Carlos, AZ 85550
928-475-5936-362-5461

Tohono O'odham Nation

Tohono O'odham Tribal Gaming Office
P.O. Box 22887
Tucson, AZ 85734-2887
520-648-4100

Tonto Apache Tribe

Tonto Apache Tribal Gaming Office
Tonto Apache Reservation #30
Payson, AZ 85541
928-474-7021

White Mountain Apache Tribe

W.M.A.T. Gaming Office
779 Highway 260
Pinetop, AZ 85935
928-369-0938

Yavapai-Apache Nation

Yavapai-Apache Tribal Gaming Office
353 W. Middle Verde Road Upper Level, Suite C
Camp Verde, AZ 86322
928-567-1611

Yavapai-Prescott Indian Tribe

Yavapai-Prescott Tribal Gaming Office
P.O. Box 10190
Prescott, AZ 86304-0190 928-778-7909



A few of things to keep in mind....

- No matter what program you are applying for; if it includes transporting your client, include a transportation budget line item. Depending on the source, these can be used as matching funds for your 5310 funds.
- If you are going to try and find money to support your transit program, look to funders who are interested in transit or transportation. Manufacturers of buses and vans, corporations that sell oil or fuel, companies that own interest in transportation.
- It may be, too, that you can attract a funder who is interested in your overall work – be it a homeless shelter, a day program for persons with disabilities, or a behavioral health center; these private, often family, foundations are good sources to fund not only your programs but the transportation that makes the programs work.

Searching for funding resources may seem daunting but resources for your organization can be found if you maximize your search tools.

1. Keep your search keywords broad. Instead of looking for grants for transit, look instead for grants for your client base. For instance, if you are serving a DD population, start with a search for “grants for job training”. Then narrow that response down by searching within the results for “Developmentally Disabled” or “Disabilities”. Once you have some results you can look in the eligible activities to see if transportation costs can be covered. The narrower your search, the less likely you will find a grant that fits. Opportunities are often broad in nature and your requirements may be eligible.
2. Make a quick job of searching announcements by finding key words. If you’re not sure that a particular grant can be used for your project, check “eligible activities” or “what we fund” sections of a grant guide. You can also try the search or find button on some websites that allow you to focus in on key words. This is particularly useful for large documents. Example: Find – transp OR transit. Be mindful though – the word trans used in a broader search will net you a lot of grants for the LGBT community.
3. Understand the power of Key Word Search. Try different words for the same search. Keeping in mind, who you serve and what you want them to be able to do, you can construct searches that use different words and make the net broader. For instance: “Grants for job training” “Grants for Employment Opportunity”, “Grants for Job readiness”, “Grants for persons with disabilities”, “Grants for empowering persons” each will yield a whole different list depending on what words the funder has used in the description of the opportunity they are presenting. Also look for directories or catalogs of funding sources by using the Boolean search word AND. “Grants for Job Training AND directory” or “Grants for Job Training AND catalog”.
4. Use your search time wisely. When you are doing a search, don’t read everything

thoroughly when you find it. Bookmark or copy and paste a URL into a holding folder. Your first go-round is simply to collect without judgment. Once you've collected a sizable number of opportunities, then go back through them and throw out the ones that are obviously not for you by checking the eligible applicant and eligible activity sections. Only after this culling should you spend time reading more carefully. Divide the keepers into three categories: 1. Great fit - apply now; 2. Great fit or Good fit but apply later; and 3. Long shot or perfect for someone else.

5. Organize

Put all the keepers on a spreadsheet with hyperlinks, deadlines, and other pertinent information. This becomes your writing schedule.

REVIEWING THE APPLICATION

Reading the application, application instructions and guidelines more than once is essential. If your application is electronic, print a blank version so you can review it before starting.

For Egrants: Once you've logged on and established the type of application you are going to develop, go to My Applications and choose your 5310 application for the current year. Instead of View/Edit/Complete, scroll down to Tools. Click on Tools then choose Print Blank Application. Save this file then print.

The 5310 Application Instructions and Guidelines can be found at the ADOT website at [AZDOT 5310 Applications and Guidebook](#)

Review Checklist:

A. Read thoroughly

B. Highlight main points

1. When and how to submit
2. Special requirements
 - a. resolution
 - b. letters
 - c. rules and reporting
3. Eligible activities
4. Ineligible activities
5. Match requirements

C. Highlight phrasing and words in a different color

1. What is the purpose of the grant
2. Key words for eligible activities
3. Action words found in grant
 - a. develop
 - b. build
 - c. conduct
 - d. assess
4. What words are repeated

D. Review score sheet if included – if not, ask for it

1. Sometimes score sheets don't match grant application – include information related to score sheet in application

E. Create list of things to do

1. Gather data
2. Write boilerplate language
3. Determine scope of work
4. Collect supporting Documents
5. Write goals and measurable objectives
6. Collect pictures and other visuals
7. Gather letters of support and/or commitment

DEVELOPING A BUDGET THROUGH GOALS AND OBJECTIVES

When applying for 5310 or 5311 funding, most of the application is asking you to describe a program that's received funding for more than a year. Updating your application with new data and new requests makes submission much easier as the core of our program has not likely changed.

If you are applying to another funding source or you are starting a new program which has never been funded, then you will likely need to clarify for yourself what it is you are trying to do and how much will it cost to do so.

By establishing Goals and Objectives you are, in fact, writing the outline for your proposal and generating a budget that is inclusive. In listing out your objectives and action items, you are reminded of all that must be done to carry out the project and the costs associated with those activities.

This is a "blue tape" activity (applying blue tape prior to painting can make the painting easier and less messy) that assures you will think of all the cost centers requiring funding. Not going through this process can mean that you neglect to think of a cost for which funding outside of your grant application will be difficult or impossible to get. For example:

You want funding to expand your service to a new, unserved part of the county. Because you provide services in other areas, you use the same cost assumptions for this new service. That's all well and good because you've been keeping good track of the cost of providing service for your current programs. But did you remember to include marketing for this new service? Cost of rider training for potential riders? Cost of dead head miles? Writing down all the activities needed to achieve the objective and goal will not only provide an organizational road map to productivity but help you think about all the costs involved, how long it will take to complete the activities, who will be in charge of getting it done, and whether or not a partner or an outside expert needs to be included.

For private and corporate foundation grants, and even some federal grants, Goals and Objectives must be included in your application.

Another way to make sure your budget is complete is to look at budgets for programs similar to the one you are building. More than one is better as the one you are looking at may not be complete either. Check in with your Mobility Manager to find out who else has a program like yours and see if they have line items you don't.

GOALS AND OBJECTIVES - SCOPE OF WORK

Goal #1	What are your aims? If you were successful, what would the outcome be?							
SMART Objective 1	Specific, Measurable, Attainable, Realistic, Timely (SMART) activities that lead you to the Goal							
SMART Objective 2								
IMPLEMENTATION STRATEGIES								
TASKS	TIMEFRAME				PERSONNEL ASSIGNED	PARTNERS	BUDGET	TECHNICAL ASSISTANCE
	1ST QRT. YR. 1	2ND QRT. YR. 1	3RD QRT. YR. 1	4TH QRT. YR. 1				
Obj. 1	The very specific things that must be done to achieve the objective.							



name of your organization here **BUDGET**

RESOURCES

2015-16 Fiscal Year Budget	Transit Budget	AZDOT Allowable	Committed or Pending	
Fundraising				
In-Kind Labor, materials, services, etc.				
Income from Grants/Foundations				
name of each grant source				
name of each grant source				
name of each grant source				
Revenues				
Fares				
Donations				
Contracts				
Name of each contract source				
Name of each contract source				
Name of each contract source				
5310 Funds			Applied	
Total Resources	0.00	0.00		

USES OF RESOURCES

2014-15 Fiscal Year Budget Information	Transit Budget	AZDOT Allowable	5310 funds will support the following
INDIRECT COSTS			
Personnel			
Personnel Administrative			
Personnel other – non maintenance			
Administrative Assistant %FTE			
Custodian or others			
Employee Related Expenses (ERE) taxes, insurance, etc.			
Professional Education & Training not transit related			
Consultants/Contractors not transit related			
Professional Services – Not transit related			
Facilities and Capital			
Administration Facilities			
Administration Facilities Support			
Janitorial/Utilities/Other			
Operations Facilities			
Operations Facilities Support			



2014-15 Fiscal Year Budget Information	Transit Budget	AZDOT Allowable	5310 funds will support the following
Janitorial/Utilities/Other			
Bus Storage Facilities			
Bus Storage Facilities Support			
Vehicle depreciation if eligible			
Facilities/Equipment/Vehicle replacement reserve if allowable*			
Computers and Software			
Leased equipment (valued over \$5,000 otherwise it goes into either administrative or operations section)			
Communications equipment (valued over \$5,000 otherwise it goes in the Operations section)			
Other capital items with a life of more than one year (List separately)			
Subtotal – Indirect or shared Facilities and Personnel Costs	0.00	0.00	

2014-15 Fiscal Year Budget Information	Transit Budget	AZDOT Allowable	5310 funds will support the following
DIRECT COSTS			
Personnel			
Drivers			
Manager			
Dispatcher			
Administrative Assistant %FTE			
Portion of Admin Personnel that is direct			
Employee Related Expenses (ERE) taxes, insurance, etc.			
Consultants that is direct			
Professional Services that is direct			
Materials, Supplies, & Equipment			
Fuel & Oil			
Vehicle Repairs not considered Maintenance			
Program Supplies			
Program equipment <\$5,000			
Non-vehicle Equipment Maintenance & Repairs			
General			
Licensing			
Travel			
Printing & Copying			



Postage			
Program Marketing & Outreach			
Insurance			
Purchased Services			
Training			
Drug & Alcohol Testing			
Subscriptions/dues/fees			
Uniforms			
Maintenance			
Mechanic Salary			
Mechanic Fringe			
Maintenance Contract			
Maintenance Materials & Supplies			
Tires			
Mechanic Training and Certifications			
Tools			
Equipment			
Maintenance Facility Space			
Maintenance Facility Support			
Janitorial/Utilities/Other			
Vehicle Inspections			
Subtotal - Direct Costs	0.00	0.00	
TOTAL COSTS	0.00	0.00	

***Recipients of Section 5310-funded vehicles are permitted to establish capital reserve accounts to replace existing equipment as long as no FTA funds or proceeds from the sale or lease of FTA assisted property are placed in those accounts.**

Things to consider when developing a budget

Grant award maximum

Match requirement as percentage

Match requirement as dollars

Match requirement cash match - is there a minimum that must be cash?

Match requirement In-kind match - is there a limit on how much in-kind can be used?

When is the grant money awarded - what is the start date?

When must your match funding be available?

Does this grant provide a single payment? An Advance? Pay only on a reimbursement basis?

What are the reporting requirements?

What are the compliance commitments (Title VI, HIPPA, DBE, LEP, Drug Free workplace) and what will it take and cost to become compliant?

What other commitments are required that have a cost associated with them? (insurance levels, reporting time, Davis-Bacon wages and reporting, etc.)

Are ALL y our costs in the budget?

Are all your costs for, which you expect to use grant funds, eligible and allowable?

Generally speaking.....

Writing the Application

- **DOS**
- Be succinct and persuasive.
- Logical sequence – include only what is relevant.
- Is your need greater than others' needs or is your solution better than others' solutions?
- Write it then try and cut it by a third.
- Reference your partners and collaborators.
- Use examples or quotes that involve your constituents or clients.
- How will you know you've succeeded?
- **DON'TS**
- Don't demean others.
- Don't promise more than you can keep.
- Avoid Circular reasoning.

Make this statement more succinct:

I am a grant writer but so very often when grant writers, including me, are up against the wall, in terms of time, they tend to get wordier and wordier. It's strange because you would think that with less time to write, they (meaning me) would use fewer words. It's a vicious cycle because grant applications may give them three pages to answer a question and grant writers who are prone to be wordy will likely use all three pages even when one would do. This can make it harder for people who are scoring grant applications to understand what is being said. Yet, the grant writer (me) wants the grant reader to get all the information possible so they'll look kindly on their application and, at the same time, make the reader want to fund the application. This is a huge problem and needs a solution.

4 parts to being succinct:

- 1.
- 2.
- 3.
- 4.



EXERCISE: The following is a question from E-Grants and an answer. Rewrite the answer to be responsive and succinct.

Program. Describe the agency's current transportation program or program(s) related to transportation. Include a summary of mobility management activities and what geographic area(s) are served.

Orgname provides transportation services Monday thru Thursday 7am to 6pm to seniors and/or disabled individuals or families living in Appleton, Bamf, Cattletown, Durango, Eads, Farcry, and Gala. Clients are to call the day before to make an appointment. Doctors appointments may be called in at any given time before there appointment. **Orgname** transports the seniors and/or disabled individuals or families. Eligible low-income individuals. **Orgname** provides services to seniiors (60 years & over) and/or persons with disabilities of all ages. **Orgname** transportation provides rides free of charge. A donation box is availalbe for those clients who wish to contribute to the program. **Orgname** transportation supervisor has provided pass training since October 2009. Pass training has been provided to Hamilton Human Svcs, Iverson Senior Center, and Jacksonville Youth Camp van drivers. **Orgname** transportation participated in the Arizona stand down for the disabled veterans.

Rewrite here:

When asking ADOT Reviewers about the biggest problems they see in submitted applications, the overwhelming response was “They aren’t answering the questions”. This included both answers that were provided but didn’t answer the question and questions that were asked but never answered at all.

One way to make sure that you are answering the question is to break down the answer in the same way the question is formed. So many times a “question” is really three questions. Look carefully at the questions and formulate your answer to respond to each part of the question.

For example – using the question from the earlier exercise:

Describe the agency's current transportation program or program(s) related to transportation, to include a summary of mobility management activities and what geographic area(s) are served.

Transportation Program

Orgname provides a free-donation based, demand-response service to seniors, disabled, and low-income persons; Monday through Thursday from 7 a.m. until 6 p.m.

Mobility Management Activities

Orgname attends monthly Coordination Council meetings and has worked with the Central West Region Mobility Manager since 2009 to provide PASS training to other organizations in the region.

Geographic Area Served

Orgname provides transportation services to seven rural communities over 3,000 square miles in Big Sky County, located in central west Texas

By adding a paragraph header, we are alerting the reviewer that we understand the question and are answering each part of it. **Don’t** add information that’s not asked for unless you see that the review sheet asks for something the application does not.

Here is another example:

Describe the proposed service plan. Information should include project tasks, benchmarks, key milestones, key personnel, deliverables, routes and schedules as applicable.

Write your answer on the next page. You can see here that having your goals and objectives form already filled out would help with this question.



As mentioned earlier you **MUST** answer every question. It’s astonishing how many people don’t and not because it doesn’t apply but because they didn’t review their application before sending it. In one recent 5310 application, nearly 30% of the questions went unanswered.

If a question does not apply to you, put an N/A in the box. A reviewer will then know that you at least looked at the question and made a determination. If you leave it blank the reviewer doesn’t know if you missed it or if it didn’t apply to you. If they believe you missed it and others, how does that reflect on your ability to manage funds if awarded?

Another significant downfall among applicants is the inability to do basic math. Again, this is really a matter of double checking everything before submission. Even if you did it on a spread sheet, check it

Identify the problems in these next two examples:

#1

	FIXED ROUTE	DEMAND RESPONSE	DEVIATED FIXED ROUTE	TOTAL DAYS AND HOURS PER WEEK
a. What days of the week does your service operate? (e.g., M-F, M, Tu, W, Th, Sa, Su)	<input type="text"/>	<input type="text" value="M- TH"/>	<input type="text"/>	<input type="text" value="4 DAYS PER V"/>
b. What hours of the day does your service operate? (e.g., 5 am–7:30 pm)	<input type="text"/>	<input type="text" value="7AM - 6PM"/>	<input type="text"/>	<input type="text" value="40 HRS PER V"/>

#2 PERCENT OF TOTAL TRIPS BY TYPE

- 6% Workforce/Employment Related
- 71% Medical
- 2% Education
- 4% Senior Programs
- 18% Social, Recreational, Personal
- % OTHER (Describe):
- 100% **TOTAL PERCENTAGE**

Now, let’s look at two submitted budgets. One for an actual budget and one for a proposed budget. What are the problems with each?



Most Recent Actual Agency and/or Transportation Program Budget

Revenues

DEDICATED FUNDING SOURCES OR CONTRACTS	OPERATING	CAPITAL/MOBILITY MANAGEMENT	TOTAL
City, town or county funds (list type below)			
Title III (Older Americans Act)			
TANF (Temporary Assistance to Needy Families)			
Medicaid			
Charter Service			
Other Contracts (list type below)			
a. Big State Wide Contractor	\$72,436.00	\$0	\$72,436.00
TOTAL DEDICATED FUNDING SOURCES OR CONTRACTS	\$72,436.00	\$0	\$72,436.00

GRANT FUNDING SOURCES	OPERATING	CAPITAL/MOBILITY MANAGEMENT	TOTAL
FTA Section 5307			
FTA Section 5310			
FTA Section 5311			
FTA Section 5316			
FTA Section 5317			
Foundation Grants (list type below)			
Other Grants (list type below)			
a.			
Big State Wide Company Grant (Vehicle Purchase)	\$0	\$22,000.00	\$22,000.00
b.			
Big State Wide Company Start Up - Vehicle	\$0	\$8,659.00	\$8,659.00
c.			
Another Big State Wide Company Start Up - Vehicle	\$0	\$16,000.00	\$16,000.00
TOTAL GRANT FUNDING SOURCES	\$0	\$46,659.00	\$46,659.00

OTHER REVENUE SOURCES	OPERATING	CAPITAL/MOBILITY MANAGEMENT	TOTAL
TOTAL OTHER REVENUE SOURCES	\$0	\$0	\$0
TOTAL REVENUE SOURCES	\$72,436.00	\$46,659.00	\$119,095.00

Expenditures

EXPENSES	OPERATING	CAPITAL/MOBILITY MANAGEMENT	TOTAL
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Salaries and Wages	\$35,100.00	\$0	\$35,100.00
Benefits	\$5,265.00	\$0	\$5,265.00
Insurance	\$12,213.00	\$0	\$12,213.00
Fuel	\$27,225.00	\$0	\$27,225.00
Utilities	\$0	\$0	\$0
Materials and Supplies (e.g., oil, tires, etc.)	\$0	\$0	\$0
Vehicle Maintenance and Repair Services	\$10,947.00	\$0	\$10,947.00
Contract (purchased) Transit Services	\$0	\$0	\$0
Leases and Rentals	\$0	\$0	\$0
License Fees and Taxes	\$490.00	\$0	\$490.00
Administrative Costs	\$9,400.00	\$0	\$9,400.00
Vehicle Depreciation	\$0	\$0	\$0
Miscellaneous (explain type below)	\$0	\$20,697.00	\$20,697.00
TOTAL EXPENSES	\$100,640.00	\$20,697.00	\$121,337.00

Now have a look at this one and decide what's not adding up in this proposed project.

1. Proposed Project Budget to add a staff position using operating funds.

ESTIMATED REVENUE, IDENTIFY SOURCE:	CURRENT YEAR		PROPOSED PROJECT	
	CASH	IN KIND	CASH	IN KIND
a. Revenue Source #1:				
b. Revenue Source #2:				
c. Revenue Source #3:				
d. 5310 FTA Share Grant Request Amount				
TOTAL INCOME	\$0	\$0	\$0	\$0

ESTIMATED DIRECT EXPENSES	CURRENT YEAR		PROPOSED PROJECT	
	CASH	IN KIND	CASH	IN KIND
a. Salaries/Wages			\$32,400.00	
b. Benefits			\$6,804.00	

c. Insurance				
d. Fuel				
e. Utilities				
f. Materials and Supplies				
g. Vehicle Maintenance and Repair Services				
h. Contract (Purchased) Transit Services (Identify):				
i. Leases and Rentals				
j. License Fees and Taxes				
k. Administrative Related Office Materials, Supplies, and Services				
l. Other (i.e.,: vouchers; etc.) (Identify):				
TOTAL EXPENSES	\$0	\$0	\$39,204.00	\$0

Local Match Sources

An "In Kind Match Valuation Proposal" is to be created and submitted with all applications that use in kind as a source of local match. (Capital Equipment projects cannot use in kind as a source of local match.)

Please complete and upload the In Kind Match Valuation Proposal here.

IDENTIFY SOURCE(S) OF LOCAL MATCH		AMOUNTS
a.	Big State Contractor - Contract Service Fees	\$7,841.00
b.		
c.		
TOTAL LOCAL MATCH		\$7,841.00

What's wrong with this proposal for operating expenses?



Funding Request Amount	FTA Request: \$31,363	Local Match: \$7,841	Total Cost: \$39,204
Project Type	<input type="radio"/> Capital <input checked="" type="radio"/> Operating <input type="radio"/> Mobility Management Capital <input type="radio"/> Mobility Management Planning <input type="radio"/> Mobility Management Staffing	Primary Project Service Area	

□□

So, as you write your application keep in mind the following:

20 little things to remember: In no particular order.

1. Look back at the words and phrases you highlighted and prepare to use them.
2. See which sections will yield the highest score – spend more time there.
3. Double check the guidelines against the application. Sometimes preferences or requirements are listed in the guidelines but are not mentioned in the application.
4. Double check limitations on words, pages, text size and margins.
5. If the application is an online form, write your responses in Word, then cut and paste. This lets you take advantage of spell check, count words, and save copies for future applications
6. If the application is not a form, be sure and head each section with a section title and number that matches the application and repeat the question in bold before typing your answer. This keeps the reader from having to go back and forth.
7. Reference your attachments or samples in the text of your answer; usually in color at the end of the answer. [See Attachment A: History of Organization](#)
8. If the form is tight and the text too close, consider using a different color for your text. **Don't make it too loud, though; it's distracting.**
9. Use bold and underline when helpful. Too much of that can be too distracting too.
10. So can using the same word too often in a sentence (see above).
11. **SAVE YOUR WORK FREQUENTLY!** Set your computer up to auto save about every minute. If you are using an online form, set an alarm on your computer's clock to ring every two minutes or so as a reminder to SAVE.
12. If possible, add a header that says who the applicant is and the application source.
13. Make sure to add page numbers and, if you are adding text or pages from a different document, white out those page numbers. Make the page numbers make sense.
14. Use anecdotal evidence to make a point. "Mr. Jones, an 82 year old resident of Bisbee, filed a formal complaint after several mishaps during his attempts to use the dilapidated sidewalk."
15. If you do not have to answer the question, enter Not Applicable or NA. Leave no question unanswered or blank.
16. Make sure your letters of commitment or support are not all the same. Provide letter writers with talking points instead of a form letter. If they want a form letter write the letter for them but don't use it with anyone else.
17. Don't attach copies of documents you cannot read. This often happens with old 501(c)3 letters, maps, and copies of copies or copies.
18. Use commas with numbers when 1,000 and over and round up to the nearest whole number unless instructed otherwise. Use a dollar sign if you are talking dollars.
19. Make sure all your attachments are attached.
20. Separate paragraphs with a space. In electronic applications, that space is only one character and makes it much easier to read.
21. Double check everything.

10 BIGGEST things to remember

- Follow directions
- Spelling
- Grammer
- Use **Color** **Bold**, & Underline and make a point
- Follow directions
- Right for the score
- Know your funders preferences
- Have an outsider review your applicatoin
- Follow directions
- Send froms in on time
follow directions

THE TWO MOST COMMON MISTAKES THAT SEND APPLICATIONS TO THE TRASH CAN....

Didn't **follow** directions.

Didn't answer the question

HOW DO I KEEP MY APPLICATION ON THE PILE?

Read the directions over and over. Be detailed. Blue Tape!

Make sure you answer ALL the questions in a question.

Make sure your answer addresses the **actual question.**

Power Tool: The Reviewers' Score Sheet (the most valuable tool you have.)

Ask your Mobility Manager or the 5310 Program Manager for a copy of the score sheet – not how many points a section is worth but the guideline that is used by the reviewer to score your application.

This will help you focus on the parts of your application that are most important and you can look at your answers from the perspective of a reviewer – knowing what they are supposed to be looking for.

Electronic Applications

Many of the pointers given in this section are best suited for paper applications. Electronic applications do not always provide flexibility with fonts, color, bold, etc.

When writing the answers for an electronic application, first find out from the help desk if the format is Microsoft Word compatible. Some are not. If it is, open a word file and reference each question by section and number, then write your answer.

Example:

ADOT Electronic Application – Section 3 Project Narrative/Need

Then type your answer below the section with question numbers if you need them for reference.. You can check for character and word numbers by going to Review in the toolbar, then choosing word Count. Once you have achieved the correct number, you can try adding bold and color. Copy and Paste the text into the electronic application. If you see that your bold and color did not transfer, the program is not allowing special fonts and features.

The Word file that you create as you go through the application should be kept intact and should include the entire narrative portion of the application. This will allow you to update it or use it for other applications.

BE SURE AND SAVE THE ELECTRONIC FILE EACH TIME YOU ADD MATERIAL OR FINISH A SECTION. MANY ELECTRONIC APPLICATIONS DO NOT SAVE FOR YOU WHEN YOU LEAVE A SECTION.

Most electronic applications ask that attachments be in PDF format....

- Make sure your budget was converted to PDF in full.
- Make sure your attachments actually attached in whole.
- Make sure your attachments are on printable paper sizes – no legal or 11x17 unless the application says you can.
- Make sure your pictures converted to PDF clearly – sometimes they don't.
- If the application says don't send something. Don't send it.

Once you have drafted your application, print it and review it carefully. After some time, look at it again. The best possible thing you can do is ask someone who does not know your project well to review the application. If they understand it, having no prior knowledge, then you are likely submitting a well written document. Caution this reviewer to pull out all the stops and ask lots of questions if they have them. We aren't looking for a cheerleader at this point.

SUBMITTING YOUR APPLICATION

Deadlines – make sure you send it on time:

- Holidays
- Post Marks
- Time Zones
- Electronic sites start to get bound up about an hour or two before the deadline

Cover Letter

- Include one even if they don't ask for it. But don't if they expressly prohibit it. It can serve as a transmittal letter and should be on the outside of your cover sheet. It should cover the who, what, where, why, how and how much as well as any information that is important but wasn't asked for in the application.
- Watch out that your cover letter doesn't make you exceed your page limit.
- If it's an electronic application, you can email your contact and tell them it has been transmitted. Include the cover letter information in the email either as an attachment or within the text of the email. There's a chance that they will print it to go with your application.

Transport

- Do not use Postal Service for Federal applications. They still use central mail drops and test mail for contaminants (anthrax, etc.) which can back up delivery for days.
- No holiday deliveries
- Some agencies will not accept UPS Or FedEx on Saturdays.
- Overnight carriers in some rural communities have early pickup requirements
- Don't wait to overnight. Just because carriers guarantee overnight, doesn't mean that they can't lose your package and what good is a guarantee if you didn't get it to them in time. Getting it there is YOUR responsibility.

Receipts

- Send USPS mail certified with return receipt. Also opt for the delivery confirmation.
- Be sure to get tracking numbers and track packages until they reach their destination. If a package seems stuck, you can call the carrier and ask them to check the package.
- If you are submitting electronically, make sure you get a submitted receipt after submission. These usually come to the email address associated with the application. If you don't get it, call the help desk immediately. If you aren't sure, submit it again.

MAKE A COPY OF YOUR APPLICATION BEFORE YOU SEND IT.

POST AWARD TO DO LIST

EVERY TIME

- Ask for a copy of your score sheet or notes from the grant reader.
- Notify your boss and staff and prepare for liftoff or letdown.
- Send letters of announcement and thanks to those who helped you including your partners.

IF YOU WIN

- Prepare a grant administration file.
- Write and submit a press release.
- Notify your elected officials – all of them
- Get the contracts signed and returned.
- Take a breath and do it all over again!