

Memo

To: Maryland Community Health Resources Commission
From: Laura Spicer
Date: 7/05/2006
Re: Grant Application Guidelines

Introduction

Six grant applications from federal, state, and private organizations were reviewed to identify the information that these organizations require on their applications. At the federal level, the general application form for Public Health Services and two applications for the Health Resources and Services Administration (HRSA) were reviewed. At the state level, the Spinal Cord Injury Trust Fund from the Maryland Department of Health and Mental Hygiene was examined. Grant applications from two private organizations were also reviewed: the general application for the Horizon Foundation, a local non-profit organization, and the Robert Wood Johnson Foundation's Local Initiative Funding Partners grant, a national program. The categories of information that were required for each application were documented. This information is summarized in the following charts.

Comments

The federal applications provided a very standardized format for each section and detailed budget grids that may be useful. Some of their categories of information, relating to human subjects and the scientific method, may not be relevant to the purposes of the Commission.

The state application was less standardized, but it included an easy to follow format. Like the federal applications, it required some categories of information that may not be relevant, such as Human Subjects Informed Consent and Literature Reviews.

The Horizon Foundation's application was not as formal as the government applications, but it requested some pieces of information that may be useful. In the narrative, Horizon requires detailed information about the grantee organization, including its history, mission/goals, programs/activities, and organizational structure. They also require a description of the target population of the grant and how this population will benefit from the grant, as well as a strategy for sustainability at the end of the grant period. Horizon was the only organization to request detailed information about the financial viability of the grantee, including the grantee's overall budget and revenues, its last audited financial report, and the organization's annual report.

The RWJ application was also less formal than the government applications, and it did not request a lot of detailed information in the narrative. They included a series of proposal

questions related to the purpose of the grant. These questions included the following topics: health care improvement for vulnerable populations, engagement of local funders, collaboration with other organizations, and innovation. Questions are listed in the notes following the charts. RWJ also included a unique section in their budget, requesting the amount of matched support for each budget line.

Common Information

Most of the applications requested the following pieces of information:

Face/Cover Page: project title, project director, contact information, previous grants/funds received, time period for grant, and amount requested. Half of the applications also required tax identification.

Narrative: abstract/project summary, specific goals/aims/objectives of project, plan to implement these goals, timetable for implementation, description of key personnel, and grant specific information.

Budget: time frame, personnel (salary, fringe, etc), travel, consultants, equipment, indirect costs, other. Some required itemized information and justification for each budget line.

Most requested resume attachments for key personnel.

Other Information

Some applications requested unique pieces of information that might be useful:

Narrative: statement of rationale/need, relatedness of project to organization's mission statement, grantee organization information (history, goals, programs/activities, accomplishments, organizational structure), plan for sustainability after grant ends, description of target populations, and how target populations will benefit from project. RWJ included open ended, proposal related questions (as noted above).

Budget: Overall budget of grantee organization, overall revenues of grantee organization, other sources of funding for initiative, and matched support for initiative. Horizon also requested the following budget-related attachments: IRS documentation, most recent financial audit, and annual report.

Indirect Costs: The percentage allowed for indirect costs in grantee budgets varied by organization. The government applications were more stringent, allowing for indirect costs up to 8 %. The federal government, however, allowed room for negotiated indirect cost rates under certain circumstances. RWJ previously only allowed for 9% in indirect costs, but changed its policy on July 1, 2006 in order to keep pace with other grant making foundations. Under the new policy, RWJ allows for 11% in indirect costs. RWJ indirect cost percentages do not include the amounts budgeted for equipment and consultant/contractual agreements. (Other private grant making foundations allow for 10-15 % in indirect costs.)

Grant Application Information

Face/Cover Sheet

Information Type	Federal Applications	State Application	Horizon Foundation Application	RWJ Foundation Application
Tax ID/Type of Org.	X	X		
Public (St, Fed, Local)	X	X		
Private Non-Profit	X	X		
For-Profit (Identify if Sm. Business, General, Woman Owned, Economic Disadvantage)	X			
Project Title/Grant Number	X	X	X	X
Applicant Contact Information	X	X	X	X
Project Director/Principle Investigator Information	X	X	X	X
Previous Grants/Funds Received		X	X	X
Time Period of Grant	X		X	X
Congressional District of Applicant	X			
Congressional Districts that will Benefit Financially	X			
Amount Requested for Proposed Period of Support	X		X	X

Budget Information

Information Type	Federal Applications	State Application	Horizon Foundation Application	RWJ Foundation Application
Specified Time Frame	X	X	X	X
Per Time Period of Grant	X	X		
Total Grant Period	X	X	X	X
Personnel	X	X	X	X
Salary/wages	X	X	X	X
Stipends	X	X		
Fringe	X	X	X	X
% Time/Effort on Project	X			
Hours/Week on Project	X			
Travel	X	X	X	X
Payroll Taxes			X	
Tuition Fees (Students)	X			
Consultants	X	X	X	X
Equipment	X	X	X	X
Itemized	X			
Supplies	X		X	
Itemized	X			
Contract/Consortium Costs	X			
Alterations/Renovations	X			
Patient Care Costs	X			
Rent/Utilities/Maintenance			X	X
Communications/Marketing			X	X
Meeting Expenses				X
Other	X	X	X	X
Itemized	X	X	X	
Indirect Costs	X	X		X
Total	X	X	X	X
Budget Justification	X	X		
By Line	X	X		
Organization's Overall Budget & Revenues	X		X	
Other Sources of Funding for Initiative (Itemized)	X		X	X

*See Note 1

Narrative

Information Type	Federal Applications	State Application	Horizon Foundation Application	RWJ Foundation Application
Abstract/Summary		X	X	X
Organization Info			X	
Organization's History			X	
Mission & Goals			X	
Programs/Activities			X	
Accomplishments			X	
Organizational Structure			X	
Statement of Rationale/Need	X	X	X	
Relevance to Grant	X	X		
Relatedness to Org's Mission Statement	X		X	
Goals/Aims/Specific/Objectives	X	X	X	X
Research Methods/Design/Plan of Implementation	X	X	X	X
Target Populations			X	
Description			X	
# Served			X	
How they will Benefit			X	
Timetable for Plan	X	X	X	
Literature Review		X		
Key Personnel	X	X	X	
Role	X	X	X	
Position/Title	X		X	
Degree	X		X	
Field of Study	X		X	
Education/training	X		X	
Supporting Documentation		X	X	
Evaluation Plan			X	X
Description of Facilities/Equipment	X	X		
Grant Specific Information	X	X	X	X
Proposal Related Questions				X
* See Notes 2-3 for Specific Questions				
Strategy for Funding at End of Grant Period/Sustainability			X	X

Attachments

Information Type	Federal Applications	State Application	Horizon Foundation Application	RWJ Foundation Application
Letter of Nomination			X	X
Letter of Support from Partnering Organizations (If Any)			X	
IRS Documentation			X	
Organization's Annual Report (If Any)			X	
Overall Budget of Org			X	
Most Recent Financial Audit			X	
Resumes	X	X	X	
Preliminary Data		X		
Human Subjects Informed Consent Forms	X	X		

Notes

1. RWJF requested specific match support and other/in-kind support for each line of its budget.
2. A Robert Wood Johnson Foundation grant, Local Initiative Funding Partners, requested applicants to provide brief proposals in response to the following questions:
 - How would this project improve health or health care for people in your community made vulnerable by social factors?*
 - How have local funders been engaged in the development of this idea?*
 - How will collaboration with other organizations help to achieve the goals of your project?*
 - How is this project innovative?*
 - Is there any additional information you wish to share?*
3. Other applications asked for other forms of grant specific information, such as numbers of hospital beds.