Continuum of Care First-Time Grant Applicant   DRAFT 1-29-22

This information is to support first-time Applicants to be competitive through the application and scoring processes. Applicants must meet qualifying organizational requirements. Applications must meet the 10-page maximum, single/double spaced, document limit for submitted applications.

1. Applicants that have had either previous or concurrent grants can clarify their stewardship of the grant's goals, funds and accomplishments.

The Applicant should use the guidelines and the questions provided in advance on the Lake County Continuum of Care (LCCoC) -Grant Committee Web page with the detailed, evidence-based documentation when possible. Examples could include any reports provided to the prior Board, and other grant-documented reports that would best match the LCCoC requested data.

2. A first-time grant Applicant must provide strong/detailed planning information including goal-oriented documents with action plans, milestones and the team/board members that will assist in successful execution. A forecasted Action Plan for the new project must, at a minimum, include the following:

Step-by-step, detailed services that will achieve the project plan.

The persons/positions responsible for key activities, with details on how the Applicant's board, partners, and front-line workers will support the project.

Milestone completions, expenditures, monitoring goals and expectation processes.

Applicant's plan to identify successes and processes to identify and overcome barriers.

Information about completed tasks and milestones achieved for this project. Some examples are (but are not limited to): Creation of polices, employee and volunteer position descriptions, goals, and participant backgrounds that would support the business and functional skills for grant staff, location of research or secured purchase/Lease agreements.

Qualifications statements (skill set descriptions, specific to grant completion, for paid staff, key partners or volunteers).

3. Applicants will have additional time to respond to questions during the question and answer period.
Reviewers should review those materials posted on-line to help all applicants to understand what is expected in the application. The written questions are included with a copy of the scoring points. Interview questions are not provided in advance.

Reviewers may also consider getting support from a consultant, a grant writer or another individual with some expertise in preparing a grant.