Grant Development Form

(Your Entity Name)

# Grant Basics

|  |  |
| --- | --- |
| **Name of Grant** |  |
| **Funder** |  |
| **Amount to Request** | $ | **Due Date** |  |
| **Purpose** |  |
| **Grant Period** |  |
| **Formatting Requirements** | *Font size, line spacing, page/character limits, how to submit (grants.gov, workspace, ERA Commons, Grant Solutions, etc.)* |

# Review & Approval to Submit

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| **Name** | **Title** | **Internal Deadline** |
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# Grant Components

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| **Component** | **Lead Staff** | **Internal Deadline** |
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**Example:**

Grant Development Form

(San Diego American Indian Health Cetner (SDAIHC)

# Grant Basics

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| --- | --- |
| **Name of Grant** | FY23 Tribal Behavioral Health – Native Connections |
| **Funder** | SAMHSA |
| **Amount to Request** | $250,000/year x 5 years | **Due Date** | Monday, 5/15/23 on ERA Commons by 11:59 pm EST |
| **Purpose** | To prevent and reduce suicidal behavior and substance misuse, reduce the impact of trauma, and promote mental health among American Indian/Alaska Native (AI/AN) youth, up to and including age 24, by building a healthy network of systems, services, and partnerships that impact youth. SAMHSA expects this program will be a model for community change that integrates a community’s culture, resources, and readiness to address suicide prevention and substance misuse among AI/AN youth. |
| **Grant Period** | 9/30/23 for five years |
| **Due Dates for Leadership Review** | 5/8/23 Draft to Kevin5/1/23 Draft to Dr. Clement |
| **Formatting Requirements** | Arial or Times New Roman 12 pt font |

# Grant Components

|  |  |  |
| --- | --- | --- |
| **Component** | **Lead Staff** | **Internal Deadline** |
| **SF 424** | Sandy |  |
| **SF-424A BUDGET INFORMATION FORM** | Sandy |  |
| **PROJECT ABSTRACT** | Sandy | 3/8/23 |
| **PROJECT NARRATIVE – (Maximum 10 pages total)** |  |  |
| * **SECTION A: Population of Focus and Statement of Need (20 points – approximately 2 pages)**
 | Sandy and Willow |  |
| * **SECTION B: Proposed Implementation Approach (40 points – approximately 5 pages not including Attachment 4 – Project Timeline)**
 | Sandy and Willow |  |
| * **SECTION C: Staff and Organizational Experience (25 points – approximately 2 pages)**
 | Sandy and Willow |  |
| * **SECTION D: Data Collection and Performance Measurement (15 points – approximately 1 page)**
 | Sandy, Willow, and Maamoon |  |
| **BUDGET JUSTIFICATION AND NARRATIVE** |  |  |
| **Attachment 1: Letters of Commitment** | Sandy and Willow |  |
| **Attachment 2: Data Collection Instruments/Interview Protocols**If you are using standardized data collection instruments/ interview protocols, you do not need to include these in your application. Instead, provide a web link to the appropriate instrument/protocol. If the data collection instrument(s) or interview protocol(s) is/are not standardized, you must include a copy in Attachment 2. | Sandy, Willow, and Maamoon |  |
| **Attachment 3: Sample Consent Forms**Forms to be submitted include, as appropriate, sample consent forms that provide for: (1) informed consent for participation in service intervention; (2) informed consent for participation in the data collection component of the project; and (3) informed consent for the exchange (releasing or requesting) of confidential information. | Willow |  |
| **Attachment 4: Project Timeline** | Sandy and Willow |  |
| **Attachment 5: Biographical Sketches and Position Descriptions** | Sandy and Willow |  |
| **Attachment 6: Letter to the Single State Agency (SSA)**  | Sandy | Check if required |
| **Attachment 7: Confidentiality and SAMHSA Participant Protection/ Human Subjects Guidelines (required)** | Sandy |  |