

## Tribal Grants 101 Workshop

### The Federal Grant Application Process Tips and Technical Assistance Resources

#### Top Ten Tips for Applicants

**1. Start preparing the application early.**

- Time is needed to:
  - Ensure registration
  - Assemble team
  - Review materials
  - Outreach to funder
  - Participate in Technical Assistance calls/webinars
  - Respond to the NOFO
  - Submit before the deadline

**2. Follow the instructions in the NOFO carefully.**

- All information should be placed in the order requested.
- A careful and ordered response is key because it:
  - Allows an applicant ease of review before submission; and
  - Eliminates the possibility of Reviewers having to look for information or possibly overlooking information.

**3. Keep your audience in mind.**

- Reviewers cannot include outside information and will review only what is in your proposal.
- Responses should speak to the program requirements.
- Assume nothing, and keep the review criteria in mind.
- Reviewers may be subject matter experts, however they may not be familiar with your specific community, so make no assumptions.

4. **Be brief, concise, and clear.**
5. **Be organized and logical.**
  - Applications that fail to project a complete and thorough thought process, run the risk of receiving low scores during the review process.
  - Completeness is key in thought as well as required attachments.
  - Be brief, concise, and clear.
  - Share a completed application with someone that hasn't been involved in its writing to provide feedback on its completeness
6. **Show evidence of fiscal stability and sound fiscal management.**
  - Review your internal fiscal operations.
  - Do you have the capacity to handle federal funds?
  - Cite past experiences where and when possible.
  - Where does your organization sit financially after the project is completed?
  - What percentage of your annual operating revenue would be the potential award?
7. **Attend to technical details.**
  - Top Grants.gov Failures:
    - Invalid UEI (Unique Entity Identifier) Numbers
    - SAM.gov Expirations
    - File Type Associations
8. **Be careful in the use of attachments.**
  - Do not use attachments for information required in the narrative.
  - Cross reference tables and attachments to the appropriate section of the application.
  - Upload required forms in the proper order.
9. **Print out and carefully proofread and review your electronic application to ensure accuracy and completion.**
10. **Submit all information at the same time.**

## Common Mistakes

- Not registered with Grants.gov
- Missing or incorrect UEI on application
- Expired SAM.gov registration
- Application is rejected for errors and applicant did not leave enough time to correct before the deadline
- Rejection email is in spam folder
- Authorized Official Representative (AOR) is not approved by E-Biz Point of Contact
- AOR is not available to submit the application
- Applying to the wrong funding announcement number
- Application exceeds page limits
- Applicant does not address the Need in the NOFO
- Responds with a list of activities, but does not tie these activities to the overall application
- Data – applicant leaves areas of the application blank, incomplete, or is using outdated data
- Attachments – missing or incomplete attachments

## HRSA Grant Technical Assistance Resources

- HRSA Grants Technical Assistance (TA) Webpages:
  - <https://www.hrsa.gov/grants/index.html>
  - <http://www.hrsa.gov/grants/apply/>.
    - One-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
    - Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and a wealth of other relevant & useful information and links tailored to HRSA-specific process and requirements.
  - <https://www.hrsa.gov/grants/apply-for-a-grant/prepare-your-application>
    - Links to HRSA's Application Guides
  - <http://data.hrsa.gov>
  - Rural Health Information Hub (RHInhub): <https://www.ruralhealthinfo.org>
    - Funded by the Health Resources and Services Administration's (HRSA) Federal Office of Rural Health Policy
    - Nation's rural health information source

- library of resources
- coverage of rural issues
- state guides
- toolkits
- program models
- much more!
- Provides customized assistance
  - By phone: 1.800.270.1898
  - By email: [info@ruralhealthinfo.org](mailto:info@ruralhealthinfo.org)
- HRSA Training and Technical Assistance Hub: <https://www.hrsa.gov/library/index.html>
- View HRSA Grant webcasts and various other informative presentations on YouTube (search HRSA grants)
  - Tips for Writing & Submitting Good Grant Proposals
  - The HRSA Grants Life Cycle and Process
  - Navigating and Preparing a HRSA Application
  - Debunk the Myths Video Series
  - HRSA Competitive Application Objective Review Process
- Office of Minority Health Resource Center (OMHRC):
  - [www.Minorityhealth.hhs.gov](http://www.Minorityhealth.hhs.gov) (Click on Resource Center at the top)
  - Funding Search Request:  
<https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=3&lvlid=43>
- HHS Grants Information page: <https://www.hhs.gov/grants/grants/index.html>
- Tips for writing proposals for HHS grants and cooperative agreements:  
<https://www.hhs.gov/grants/grants/get-ready-for-grants-management/tips-for-preparing-grant-proposals/index.html>
- Indian Health Service Grants Page: <https://www.ihs.gov/dgm/information/>