

KATHLEEN DEMRO: Okay. It's 3 o'clock, so we will get started today. Welcome everyone to this session of the Planning Your OVC Grant Application webinar series. Today, you're attending Part 3: Preparing Your Proposal and What To Expect Next. My name is Kathleen Demro and I'm a member of the OVC TTAC team and I'll be your host today.

First, some quick technology tips. If you experience any technical issues, please let us know in the chat or you can email Bess Hoskins at bhoskins@ovcttac.org and she'll help you get straight, so that you can enjoy today's presentation. Your micro—microphone and video are not needed today, so they will remain disabled. However, we will be using the chat feature throughout today's webinar. When typing in the chat, please be sure to select your intended audience from the drop-down box. And in most cases, you'll want to select "Everyone." If you have questions or comments today, you can put those into chat. And if we have time, we'll answer as many questions as we can. But at the very least, OVC will have a recording of your questions so they can try to answer them in future webinars. And a recording of today's webinar and a copy of the presentation will be posted to the OVC website in the near future. I wanted to let you know that we're joined today by ASL interpreters Marina Martinez Cora and William Mendez Gallardo. Thank you for being with us.

So, many of you are familiar with OVC and OVC TTAC, but let me give you a brief introduction. The Office for Victims of Crime, or OVC, is a federal agency created by Congress in 1984 to enhance victim's rights and services for all victims across the United States. OVC is a part of the Department of Justice and it is the government funding agency for crime victim assistance and compensation programs. The Office for Victims of Crime is very committed to the professionalization of the crime victim services field. This commitment is demonstrated through developing new programs, offering training and technical assistance, and disseminating information and resources that benefit victims of crime. OVC TTAC is the training and technical assistance arm of OVC and provides free training and assistance to victim service agencies and allied professionals. And on this screen, you'll see just a few of the ways that we do that. Next slide, please.

So, today is one example, providing training with specific subject matter expertise, though we also do a lot of capacity-building assistance for victim service providers, so at any time, feel free to reach out to us to see if we can be of service to you.

Let's start today by getting to know all of you a little bit. Next slide.

Great. So, Bess is going to load a poll for us here, and the question is, "What's your experience with federal grant writing?" And so please select one of these options. Either "I have never written a federal grant application," or "I have written at least one federal grant application, but I've never been successfully awarded," or "I have written and successfully secured at least one federal grant." So please make your selection. We'll give you just a moment to do that. And let's see what our group looks like today. Very good. So, a pretty even split between folks who have never written a federal grant application and those who've secured at least one. So, we're so glad that all of you are here with us today.

And it's my pleasure at this time to introduce you to the two persons that will be leading us in the content today. So first, Marcie Davis. Marcie Davis is a victim assistance and disability advocate and trainer who helps social service leaders create and implement transformational solutions through program development and management, training, technical writing, grant writing, marketing and outreach, and research and evaluation services. With more than 30 years of experience, she at-works with local, state, tribal, and Federal Governments and NGOs to create and implement innovative ideas and approaches, including as the Chief of Victim Services and VOCA grants management for the Florida Attorney General's Office, and by creating the first victim services office in the New Mexico Attorney General's Office. Her passion is helping nonprofit organizations secure and manage the funding necessary to create and implement accessible and culturally appropriate support services. Ms. Davis currently serves as Chief Executive Officer of Davis Innovations, a research and organizational development consulting firm focusing on outreach to underserved populations and leadership development. She has also served as interim director for multiple nonprofit agencies. In her spare time, Ms. Davis established International Assistance Dog Week, which is celebrated in more than 40 countries. She is pictured here with her service dog, Fenway.

Jessica Andrew currently serves as a Victim Justice Program Specialist for the Office for Victims for Crime--of Crime, which develops and oversees discretionary projects, including national, regional, and demonstration projects covering a number of subject matter areas related to all victims of crime. She is a member of OVC's Tribal Division. Her portfolio includes programs focusing on improving victim services in American Indian and Alaska Native communities, overseeing training and technical assistance, coordinating with federal partners on initiatives that directly impact Indian Country. Jessica will share some essential information in the second part of today's presentation.

So, with that, settle in, and I turn it over to you, Marcie.

MARCIE DAVIS: Thank you so much, Kathleen. Hello, everyone. It's great to be with you today. I'm so excited that you're here and to hear how many of you have written, successfully, a federal grant. Congratulations on that. That is wonderful. And I'm also excited that we have so many people here that are willing to try that and that really want to secure a federal grant. I have to share with you that, as Kathleen told you about my bio, I've been doing this work for over 35 years. And I started out on the other side as a grant maker with our VOCA grant program in the State of Florida. And when I moved to New Mexico 20 years ago, I quickly realized that I was on the other side of that coin and that I had to start grant writing. So, I'm so happy to be here today to share with you some of the things that I've learned. I knew nothing about really how to write a grant. And--But I knew that if I wanted to provide the services that our survivors needed so desperately, I had to get busy. So that's what I want to share with you today is some of those lessons. So next slide, please.

And I have to say that I am not a research scientist. I really am not. But I have learned that there are some keys to a winning proposal. And from my experience, it has been research. And when I say research, I really mean good-quality data. And we're going to

talk about that today--data that really reflects your organization and your community, that really tells that story. The other key are partnerships, meaningful partnerships that have been ongoing, that have depth, and that have reciprocal relationships. And we're going to talk about that today and how to really establish those and nurture those. And also, really probably, the best one is persistence. You know, I definitely have applied for federal grants, state grants, and have not received them. But I always try to learn from that grant experience and make notes so that I can prepare and apply again. And that's what I tell grant managers when I interact with them. I thank them for giving me feedback, and I let them know that we're committed and they'll definitely be seeing an application from our organization in the future. So that's--those are all the things that we're going to be talking about today. Next slide, please.

So, there are a few things that you need to do before you can really get started even writing your grant. And that is to get registered on a couple of federal sites so that you are all prepared. And doing this, I mean, as soon as you can before an application is even announced, you want to get registered on three different sites that we're going to talk about.

And the first one is SAM.gov. And I'd love to ask you, if you've--if you are registered on SAM.gov? If you could just put that in the chat, that would be awesome. I would just love to see. And I'm guessing that at least half of us are, but the other half that are interested in applying--I love all those yeses. If you haven't yet, this is something you want to get on right away because it does take time for you to get registered. You're going to have to put in some different types of information about your organization. You might even have to do some other registrations with your DUNS number or other types of things. So--and I see there are several of you here today, so I'm so glad you're here, and you can be hearing this about how important it is to start that process now, because it can take a few weeks to get that--to get you completely through that. But SAM.gov--well, there's no fee. It's free to register, and it is a requirement in order for you to move forward with a federal grant proposal. So, it's not--it's not overwhelming. You know, it can look a little daunting when you start the process, but you can do it. It's great, and it's a really good first step to help you get some of those foundational things in place. Next slide.

The next federal website that you're going to want to register with is Grants.gov. And Grants.gov is a central storehouse. It's got probably--over a thousand federal grant programs and lots of different applications that are available. And for some federal grants, you actually have to apply through Grants.gov. Not all of them, but you definitely want to be registered on Grants.gov as well, because it could be a requirement for an application that you're working on. And it too can take a little bit of time--not as long as SAM.gov, but it still can if you don't have everything quite completed that it's requesting. So, really encourage you, get that Grants.gov registration done as well. Next slide.

The third one, which is a new system, is JustGrants. And JustGrants came out, I believe last year. And that is a site where, again, it's--you can apply for some grants in JustGrants, but you also--if you get a grant, you may be using that system to manage the grant as well and to implement it. So, this is another site that I really encourage all victim service

providers to get registered for, because you definitely want to get any email updates, get those news flashes about anything that's going on with JustGrants because so many of the victim service grants require it. So again--and I would start in that order with SAM.gov, Grants.gov, and then JustGrants.gov. And I love signing up for their emails, definitely, so that if there's anything that's released, any new information, you want to make sure that you're getting that right away. So yeah. Any--if there are any questions about that, please, you can pop those in the chat and we'll try to answer them. But it's really--it's pretty straightforward and it's a must, so definitely want to get that registration completed. Next slide.

So let's talk about writing your proposal. And I love to have a grant writing team. And I don't know how many of you have experienced that. And for those of you who've written a federal grant, I'd love to hear if you had a grant writing team to do that, because these grants are--you know, there are different pieces and parts to them. And what I've learned is that--I know. I wish. I love that, Suzie. Yes, that's how I started out. It was just me and my little computer. But I learned that I could bring other people in, and I could build a team. And it doesn't necessarily have to be paid people. Of course, it's wonderful if you have a professional grant writer, but so many of us in victim services do not. And I do not. I write my own grants. But it is great, though, to have other people that you can bring in.

For example, you definitely want to have partners. You're going to have to have that for any OVC grant. You have to have community partners and you can bring them in. Even if they don't do any of the writing, I have still brought them in and asked them to meet with me on a regular basis until the grant is completed, just so we can start that working together and really getting our relationships solidified, and getting our roles and responsibilities really clear.

The other person you may want on your team is an evaluator. Are you going to be doing that in house or are you going to be contracting with an evaluator? And we're going to talk a little bit more about that today. But that's definitely someone that you would want on your team.

And I also love to have a designer; a technical writer, if possible; a photographer in case you want to do any photos with your applications. So, you know, you can think about that. They can be volunteers with our organizations. Like I said, these are not all paid. It's great if you can pay them, but don't let that limit you. There's other ways that you can bring that expertise to your grant writing process. And I have to say it's a game changer of how it really increases your--the professionalism and the competitiveness of your grants. So it's really--I love having that and it was a game changer for me when I started including and inviting some of those people to help me in the process. But I still like to manage, you know, and do the final proposal so that I know that it has a same voice, that it flows, and that it's reflective of what my organization is signing up for saying that we'll do.

The other group that I love to involve are champions, and by champions, I mean people who love our organizations. And in victim services, we have champions, people that appreciate what we're doing. So it could be elected officials, it could be former clients, it

could be community influencers. But these people, you know, I invite in, engage them to help with getting letters of support or getting a delegation letter from our elected officials. So, there are lots of things that people can bring to your grant writing success.

And then I love people who are content reviewers. You know, these grants are--they're in--really intense and there's a lot of information there. And I love having people to review them and give me feedback, and especially people that really don't know that much about our organization or our grant, they're the best. Because if they don't understand what we're trying to say and what we're trying to communicate, then we know we've got more work to do and we really need to do some clarification and simplify our language and make sure that we're being super clear. And then having those final editors, people on your staff that definitely can help you review, find those typos, see any holes, any gaps that you might have in your--in your content that you need to strengthen. So that's the team that I love to put together. Next slide please.

So I mentioned a little bit earlier about having those partnerships, and that is so important. And with OVC applications, they require letters of support, letters of commitment. They require a memorandum of understanding. And you need to have meaningful partnerships ahead--as far ahead of time as possible--people that you work with, that you trust, that can bring something to the table to strengthen your application. And that might be other nonprofits. It might be business entities. It might be, you know, your chamber of commerce. It might be law enforcement--they're common partners in our victims service applications. It might be elected officials, you know, there might be--again, so that you can get those letters, get that delegation letter, get other commitment from them or information from them. They're wonderful at letting me know when grants are coming available. I'm on their listserv so that I know what's coming and I know that I can reach out to them for their support. You might even want to partner with economic development agencies that help with work force development, that can help with other types of economic support that you might need for your program. Housing organizations, all those other types of support services that you may want to create, that your organization doesn't do but that other partners in your community can do and really strengthen your application. And also coalitions--your housing coalition, your sexual assault coalition, domestic violence coalition, any of those types of coalitions that you can partner with, that can support what you're doing, that can put in writing the great work that they know you do for your community and your state. And, again, that starts with an ongoing process of how we have those relationships, how we build them, and how we nurture them. And then it can be other local leaders. It could be clergy. Again, it could be those influencers. In our community, we have a lot of celebrities. I live in Santa Fe, New Mexico. And so I know that I can call on some of them to help us in certain ways, to open doors for us to get other meetings, or that they will give us letters, or they will do public service announcements or things like that then we can use in our proposals to show that we have that support. So, lots of ways to build meaningful partnerships, but you really want to do it on an ongoing basis so that you're not trying to do that at the same time that you're trying to write your proposal when you find out that there is an opportunity to apply for OVC funding. Next slide.

So, what are some other ways that you can give back to your partners, that you can develop and nurture those relationships, and there are lots of ways we can do that. Here are some that I regularly do. One is that we do joint press releases and press conferences together. That way we're sharing information, we're sharing the limelight, you know, we're sharing that press, and we're showing the public of how we're working together. So those are great ways. Also fundraising events. We definitely want to support our partners when they have events. Not only do we want them to participate in our events, but we definitely want to show up for them and support them at their events.

One thing I love to do is to nominate our partners for local and state awards. I love to do that. And that's a very inexpensive way for them to get recognition and for us to document how much we appreciate them and to say that publicly. So that's a great way to support our colleagues and our partners.

Also, participating in the legislative process. You know, we're in the midst of that right now in our state and I'm showing up for other people--for our housing organizations, for our disability organizations--so that they know that we support what they're trying to do. And I'm asking them to show up and support the things that we're requesting with our domestic violence and our sexual assault programs.

And also sharing grant opportunities. You know, I have to say that my experience over the 35 years has been that, unfortunately, sometimes we can be a little territorial when there are grant opportunities because we are competing. So really looking at ways that you can share those, leverage those so that we're not always competing with each other, but that we are partners, and we're supporting each other, and both benefiting from that work together. So, making sure that we have reciprocal, supportive, and really authentic, genuine relationships. And when we do that, and we do that over a period of time, it can really pay off in dividends for all of us, and ultimately, for the people that we serve, which is what we want. And it's--it just makes for more strengthened, solidified services in our communities. So, in my opinion, it's a win-win for everybody. Next slide, please.

So, you are going to be required to get letters of support, letters of commitment when you apply for an OVC grant. And what I like to do when I--when I'm working on requesting that from my partners, I create a factsheet for them. And I really just create the who, what, when, where, and I try to do it as clearly and concisely as possible because I know how busy they are, and they don't have time, and I want to make it as easy for them as possible. And that's one of the first things that I do when I'm looking at the application, I look at those things that I'm going to need from other people, things that are out of my control of when I might be getting them back so that I can have the largest window of time so that that doesn't become an issue. So you definitely want to go ahead and create that factsheet.

I always write a sample letter. And I can't say--when I first started out, I wrote one letter, and I gave it to all of them. And I learned very quickly, I got that same letter back from all five people that I requested it from. So that was a very good lesson for me that I had to tailor each of my sample letters. And I attach that to that factsheet, and I tell them, please

feel free to write your own letter, but here are some thoughts, here are some ideas, in case you are interested and this would be helpful to you. So again, putting in that sample letter what your relationship is, how you work together, making it really specific of that relationship that you have, and that way it shows to the funder that this is an ongoing, sincere relationship that has been formed over a period of time and not just for the grant application.

And then, expressing gratitude and reciprocating that support for your partners. I always tell them, you can count on me for a letter. I won't get upset if you ask me for the letter the day before your grant is due. You will not hear any huffing and puffing from me. I certainly understand that and will do my best to get it right back to you as quickly as possible. So we want to definitely show that gratitude and reciprocate whenever our partners ask us for a letter of support or commitment. Next slide please.

A lot of grants and OVC grants love to see that you have a group of people who are a part of your application. And I'd love to know how many of you actually work with a multidisciplinary team or an advisory team, a SART Team. If you could put that in the chat, that would be awesome, because I love having these teams that can actually work on proposals together. And this is how you get your team actually, is having that multidisciplinary team, SART team.

Yes. Love that, Clair.

Yeah, there are lots of different groups that we serve on, and these can be wonderful groups that we can include in our grant writing process. And they also can help us to document they're our community support, they bring in so many different perspectives, help us with our cultural competency, and really give our proposals credibility, showing that we have these working partnerships where we build community consensus together. And these MDTs and other advisory groups can really help to influence and guide funding for our communities. And they are just a wonderful collective voice that are really powerful, much more powerful than just one of us and one agency. It really demonstrates sustainability to our funders that we are doing this work. And that's what I tell funders, too, when we have an MDT and we don't get an application, and I thank them and really, really absorb and digest the feedback I get. And I tell them, our community is dedicated, we've been doing this work, we're going to do this work no matter what, we have to, and we will be back. But thank you for that information and we will--we will learn from it and grow from it. And that's really what we can do with these groups. Next slide, please.

There's also other ways that these groups can demonstrate their contribution to your proposal and to your project. And I know sometimes partners get a little nervous when we ask them to partner because they think we want them to commit monetary funds to it. And of course, we would love for them to do that. But I always tell partners, "oh, no, there's so many ways that you can contribute things that are valuable." You could do in-kind donations, like just time for their staff to attend the advisory committee meetings. They could offer space to have those meetings, or office space for their staff even, phones, computer usage, copying services, mailing, all those things; and social media--having

partners that are willing to promote some of your things on their social media. And vice versa, you do that for them. So, lots of ways that we can do things in-kind for each other, and we can document that in our letters of commitment and in our memorandum of understanding.

Also, you want to look at a percentage of a staff member's salary for the time that they're supporting that project. If they come to a meeting, you know, once a month, how long are they spending? Is it an hour, is it an hour and a half? You know, I sit there with my little calculator and count all that up and document it so that you can show--are they talking to you on the phone, are they, you know, sharing [the] information you're emailing? I do look at that and start to document that time and come up with a percentage.

And then you can also negotiate the value of the contribution. You can talk to them about what it means, ask what that salary is for that person, and really start identifying and putting some numbers to their contribution. And I'm always so blown away by how much all of us are contributing in so many ways to our projects. So, lots of great ways and that they can support you and contribute and feel good about their contribution, so that they know that they're valued. Next slide, please.

So, I have a quick poll for us that I want us to do. And this is about memorandum of understanding. And I would love to know if you've done a memorandum of understanding or if you haven't, if you want to do one for the proposal that you're working on, who would be the community partners that you currently have on a memorandum of understanding, or that you would like to have? And I'd love for you to select all that you would be interested in. What about a medical, a SART team members, or medical providers like hospital or clinics, health clinics, law enforcement, prosecution, maybe courts or community corrections, other local victim service providers, faith communities, culturally specific organizations, LGBTQ+, or anti-violence programs, or any others. If you--you can add the others in the chat. But if you would just take a moment and just select all of those in our poll that you would be interested in. And Bess is going to give us our totals, but really interested.

Oh, yeah. I love it. Look at all these great things. And I love all of the different--look how many you already have that you would want to have on your MOU.

And I can say that I really like to have a minimum of three agencies. But usually, I like to have about five. Five to seven I've found are really great to have on my MOUs. And OVC does require you to have that memorandum of understanding. And that is really where you are identifying everyone's role and responsibility. You are really putting it out in black and white on paper of what your role is as the lead agency, and what all your partners' roles are. And I also love to include who's going to serve on our MOU team. Because I take that MOU and I use that as my advisory team for my grant project. All my MOU partners, I have them as decision makers on our advisory team, and really spell out what their role and responsibility is. And I also put in the timeframe. How long are we going to be working together as a group? You know, I put all those things in there so that it's super clear of what we're signing up for. And so that it doesn't overwhelm people, and they feel like, you

know, they're unsure of what they're signing up for. The more clear and specific you can be in your MOU, the stronger your partnership will be. And having that communication is so important so that they know you're--there's going to be no surprises, and that they know what they're signing up for and they agree to it. And they know how you're going to support them, and lead the process as the lead agency.

And I don't try to recreate the wheel with MOUs. I love to look for samples. And OVW, the Office on Violence Against Women, they have some great samples. And OVC has some great samples, but I love to use those as templates. And I just start identifying. The other thing I do in mine, I'd really want to show, is the history of our working relationship. So that OVC can see how long we've really been doing this work together. And some of our partners in New Mexico, we've been working together for decades, and we talk about that in a very concise way, but we really want to show how committed we are to each other, and to our communities, and to this work. And an MOU, that again is one of the first things that I do. I work on my letters of commitment requests and I draft my MOU. Because again, I'm going to have to wait to get those signatures back, and I want to make sure I have as large a window of time in case some organizations, like District Attorney's offices, or our Attorney General's office, they have to go through legal process before they can sign an MOU. And I need to give them as much time as possible, so that they can get it through their process. And I also build in and think about what if they don't get it through that process in time, because I've had that happen more than once. So I make sure that I have a backup plan. And I make sure whatever their role is going to be that I have a backup plan of how I'm going to provide that in my proposal, if they can't get that signature for me. And sometimes that looks like I will ask them, "Well, could you give me a letter of support?" Because sometimes that makes them a little uncomfortable, they feel like it's too formal and they don't want to do it, but they'll feel more comfortable doing that letter of support. But I still want to make sure in my MOU, I have all my bases covered for how we're going to accomplish our scope of work that we're proposing.

So yeah, I usually don't let them off the hook. If they tell me they can't get that signature, I tell them I certainly understand, but let's look at another way that you could still be involved that feels more comfortable to you and your senior leaders. Next slide, please.

So now we've done some of that prep work. And now we're looking at writing our proposal. And one of the things that I do is I start outlining all those grant requirements. And I then, start making my plan of how I'm going to fulfill each and every one of those requirements. And a lot of it, I still like to do by hand. I do type up myself a list. I make an outline, but I also still make handwritten notes too, just so I can really get it in my mind of everything that is required. Because, of course, you've got that pending deadline, so I definitely get that up. I put that up on a whiteboard actually, in my office so that it is in my face all the time that I'm aware of what I have. And I actually, also put some things on that whiteboard that I'm waiting on. Things--Again, things that are really outside of my control that I need to keep on my radar screen that I don't forget about. But then I start looking at all those other things like the problem statement, that's a section I have to write. My program design. I have to get those goals and objectives really clearly identified. And then there's some other forms that you may have to have. For OVC, you have to have that

disclosure process related to executive compensation. Again, I look for sample letters of what does that look like. Do I need my board of directors to sign that? Who needs to be the signature on some of these documents? Also, you have to do a timeline. I love to do little charts, so that I will save myself space. Because as you know or you may know that you're required to have certain numbers of pages for each of your sections or the entire proposal. So, I look at ways that I can save space and tables and charts will let me do that. And I can put some detailed information into those charts and tables. And timeline is one of those. You've got your letters of support. You also have to do other funding and/or sustainability on that financial management questionnaire. And you may need somebody else to help you with that, like your budgeting person, your accountant for your organization. So, you need to make sure that you're getting those things done and giving those individuals time to complete them. You also have an evaluation section that you have to write. Are you going to have an external evaluator to work with? Are you going to be doing that yourself? So, all those different things and of course, your budget, and your budget narrative. And you've got to make sure that your budget is reflective of what you're writing in those goals and objectives, and how you're going to make sure that you have enough money to accomplish all of those goals and objectives.

I've seen so many people really go for the moon and the stars in their grant applications. And what I learned, I did that too initially, but then I learned that I really need to make sure that I am putting in my goals and objectives what I can do, and what I can do with the amount of money that I have. So that I'm not worried about once I get the grant that I can't fulfill those requirements. And actually, I like to go a little under what I really think of how many people we can serve, because I want to exceed. I want to show OVC that I've done even more than we said we would do. So, I really try to be realistic when I look at those numbers, and those deliverables of what we're going to do during the grant period. Next slide, please.

So. looking at your problem statement, you know, this is really the heart of your grant proposal. This is where you're telling the story, you're convincing OVC that what you want to do is so important, and that your organization has the capacity and the knowledge to do it. You can get the job done, you can do those deliverables, and you would be a great partner, a great subgrantee for OVC. And one thing that I have learned and that I have done and regretted it, is that I want you to assume that the grant committee knows absolutely nothing about your community and they know nothing about the need you're trying to meet. I want you to explain why your need is important. And use data, use factual information that can document and support what you're requesting. And I--because I've been doing this work for so long, sometimes I think, "Of course, they know that. That seems so simple. I don't want to put it in the proposal." But I've learned the hard way that it is much better if I do put it in there, and if I really do explain those things, and take the time to help paint that picture, tell that story so that they really understand what's happening in our community and why we need to do this work and how we're going to do it. So that problem and need statement, it really is the heart of your proposal. Next slide please.

And then you want to have that compelling need statement that really shows quality data. I've seen people write applications and they put in all these numbers of what they think might be the numbers. But we need hard concrete numbers that can be documented, that we can list our resources of where we found those so that we can show OVC that, yes, this is actually true. It's the case. We know it is. And this is how we know. And it can be documented by your State Department of Health. It could be documented by your state victim service organization. There's lots of different places that you can get free quality data. I love to look at different types of victimology data. I look at criminal activity from other perspectives. I love that. And focusing on the impact of crime on the individuals that we serve. I look at social determinants. You know, how people--how they're living in their communities, their economic status in the community, where they're born, how they grew up. I look at it through their whole lifespan, from when they're babies, all the way up into senior data, and really look at that of how people are living and working and thriving or not thriving in our communities and where gaps are and needs are. And social determinants could help you do that. And I go to our State Department of Health, our State Human Services. I look at all of those sources. And I collect those throughout the year. When I get those emails and I see people putting out their annual reports, sharing data, I pop those into a file, my grant writing file, so that then when I'm working on my proposals, I go look and see what kind of data I have. And that also gives me ideas of other places I might go to find data, dependent on the scope of work that I'm trying to identify for the grant application I'm working on.

You also want to show demographics, especially that diversity, where you want to show who's in your community. In New Mexico, we have a high population of people who are Hispanic, Native Americans. We have a high population of people with disabilities. We have a high population of seniors. So I am including all of that when I'm talking about our communities and our diversity.

And, of course, I'm looking at crime data statistics. I'm looking at our sexual assault coalition that puts out a great evaluation report every year. Lots of great data in that report on sexual assault and domestic violence. I'm also using testimonials. I'm keeping a list of those throughout the year. Of course, with people's permission, and I use them anonymously. But I love to have those and I love to create little boxes of those testimonials and kind of trickle them through my proposal so that I'm documenting and showing how our survivors and our clients feel about us and appreciate the work that we're doing. So lots of ways in your needs statement that you can tell that story and you can show that compelling data and need. Next slide please.

When you're working on your program design, this is where you really want to describe what you're proposing you're going to do. This is where you're going to identify your goals and your objectives. And I have learned over the years, the more clear and simple I can keep my goals and objectives and my activities, the better. So you really--this will--your goals define your overall direction. It's like that overarching big picture of what you want to accomplish. And these are longer term, the global impact in your community of what you want to do. And typically, it addresses changes and actual behaviors, like, you know,

decreasing victimization or increasing community response, improving well-being. So, again, that big umbrella, overarching big picture.

But your objectives have to be much more specific and measurable. They have to really be targeted for how you're going to accomplish those goals. And I like to use that SMART approach, where they're specific; they're measurable; they're assignable, meaning somebody is going to be responsible, who's going to be doing that work; and they're results-oriented, meaning that this is going to be our outcome when we do this. This is what's going to happen if we get to do this wonderful work. And then they have to be time-related, meaning that you need a date of when they're going to be completed. And this is another chart that I love to do, or table, where I list out my goals and I list out my objectives and I make sure I have that timeline in there of when they're going to be accomplished. And this, also, is a great road map for you and gets you so far ahead of the game when you actually get the grant and start to implement it and work with your advisory committee and your multidisciplinary teams. You have something very concrete to show them of what you're going to do together. So, I love doing that way because, like I said, it sets us up for success. Next slide.

So, the other big thing that you need to look at for your OVC and all your federal applications are those attachments, because those attachments can really take time. They can take a lot of time depending on what all they're asking for. And here's a list on this slide of some of the ones that are typical for an OVC application. So, again, you've got to have that Memorandum of Understanding that we've talked about, those Letters of Support and Commitment, that Financial Management Questionnaire that I mentioned, and that Executive Compensation Disclosure. So, all these are documents that you've got to have. You need them as a PDF. You need to get them, you know, completed and ready to submit. You might also need a Tribal Authorizing Resolution. That's another document if you are a tribal organization. And that can take time to get through tribal council or other tribal leadership processes that need to happen. You might also do biographical sketches. I love to do that, and I love to do a photo so that the grant reviewers and the grant funders can actually see our staff and see who we are. It makes that connection with them. And then, there's also documentation of how you're going to advance DOJ priorities. So, you really want to look at that language and follow those guidelines. I like to put as much of their language in my documents as possible so that I can demonstrate that I'm understanding what they're asking of me and we're able to do it.

You also will have to write an abstract and follow the guidelines of what it says about the abstract. Is it one paragraph? Is it one page? You know, what are the requirements for that?

And then, you have to show that Research and Evaluation Independence and Integrity Statement. And, again, look for samples. Look to see if there's a sample in the application package. Don't worry about reinventing the wheel. Look at what they're telling you they need and give that back to them and show that you can do it.

You also may have to show your consortium or your advisory team. Those are two terms used for the same thing. And that, again, could you be your advisory group or it could be your MDT. But showing that membership, who do you have, who's involved, how long have they been involved, and what's their role?

And, also, you might have to show Indirect Cost Rate Documentation. And we're going to talk a little bit about that, but I'm curious as to how many of you actually have an Indirect Cost Rate with the Federal Government. Would love for you to put that on the chat, how many of you have it? Because that is something that a lot of victim service organizations don't have. We just go with the 10 percent or whatever, you know, is the--is the minimum that we can do. But I encourage you, if you have not got an Indirect Cost Rate, to explore that, see about getting that because you can get a higher percentage rate for your organization.

I love that. Alyssa said, "they get that letter every year." And, yes, you will get a letter that documents it, and that is the letter that you will attach with your application.

And then, you may have to have an Evaluation Plan, and that's where then you may need that external evaluator and you want to look at the grant requirements of how much money you can actually pay. Because sometimes there are limits; it could only be 10 percent of your total budget request. So, you want to look at that and make sure, again, that you are following every one of those requirements. Next slide.

And thinking about your Evaluation Design, if you are going to do it yourself--and even if you're not, I give this to external evaluators so that that they know. And I love to have an external evaluator. I think it adds credibility to our programs and that objectivity so that it's not our internal staff doing it. An external evaluator really can bring that to your project. And some grants require it to be an external evaluator. So read those requirements for evaluation. And you want to think about what's the purpose of your evaluation, what's the best way for you to get the information, and who's going to use it? You know, you want to share your evaluation results with your partners, with your stakeholders. You know, how could they use the information? How could it be beneficial to them? So, you really want to think about that. And think about, you know, how intensive is your program and how intensive does your program evaluation have to be or not. You know? So, you really want to think about that. You don't want it to be so cumbersome that it becomes overwhelming. You want it to be effective and you want it to be helpful for your organization and for your partners and for community stakeholders, which could be your elected officials. They may be very interested in the data that you--that you gather and the results from your evaluation. It could be really helpful to them. Next slide please.

So, when you think about your evaluation, you know, you want to design the program, focus that design on your proposal. And then, of course, you'll be collecting data. And then you'll be analyzing and interpreting that data. And then, the best part is when you get to share it and disseminate it, not only internally to your staff but also to your advisory groups, to your MDTs, and to your stakeholders. It could be funders too. I love to use that in some annual reports and in our funding donor letters; thanking them, giving them some

of that information of what we're doing and how our work is having an impact on the community. Next slide please.

So, let's talk a little bit about your budget. And I know that there's a whole other workshop-webinar on budget, but there's a few things I wanted to touch on that are important as it relates to your narrative. So, you want to make sure that your budget is organized. And that it's really easy to read. And, of course, that it's accurate. But also that it's reflective of your narrative. So, you want to make sure that you're not putting anything in your narrative that's not reflected in your budget or explained in the narrative of why it's not in the budget. Who else is going to provide that? Is it an in-kind service someone is providing or are you leveraging funding from another source that you want to include? So, making sure it's really clear, making sure--again, I love to look at samples of OVC budgets, of OVW budgets. And I use those templates to create my own and use those headings, use that language. Next slide please.

And as you're building your Cost-Effective Budget, again, making sure that it's reflective of your narrative, making sure that you have those Direct Line Item Costs very clear, very specific, and also that you talk about that Indirect or Administrative Costs that you either have a negotiated rate or you are agreeing to a certain rate in your proposal. And you want to make sure you're including the supplies, the equipment, and the contractual relationships, if you are going to do an evaluation. Who's going to do that evaluation and what are they going to charge? You want to make sure, again, that that's clear in your narrative and that it's clear in your budget. And also your in-kind contributions, making sure that you're showing all that you're bringing to the table of what you are contributing to this project. Not only what you're asking OVC to give you for the project but what you're bringing with in-kind, and with your partners' in-kind contributions, to show how much support that you have. Next slide.

So, when you're thinking about your direct costs and what you're saying in your narrative, in your goals and objectives, you really want to make sure that you have the personnel identified. Who's going to do what? And are they going to be your staff or are they going to be contractors? Because that will go in two separate places in your budget. And are you going to need fringe benefits for your personnel? Are you going to need travel?

You know, I have to say that after I do my Letters of Commitment and my MOU, I start working on my budget. And I do that as I'm doing my narrative, because I really want to make sure what I'm putting in my narrative is what I can actually do. So that budget really is a critical piece of that. So I like to start drafting my budget at the beginning of the process as well and then I finalize it at the very end. But thinking of all those things that you may need to get this work done. Next slide.

And, again, that indirect costs that we talked about, those are your overhead costs that can be associated with administrative requirements that you have or facilities. It could be like insurance that you're providing for your staff or utilities that you have for your facilities, for their office space. So, think about all those things for infrastructure. And, again, if you don't have a negotiated federal indirect costs rate, I really encourage you to do that. I love

to see that so many of you do; but I also saw on the chat that a lot of you don't. So, you know, don't stress over it if you don't have it and you're going to be working on an application soon. You know, then maybe this time, go with that initial rate, but start working on getting that indirect cost for next year. So, definitely something to have as a goal. Next slide.

I can't tell you enough about checking and double-checking your proposal. I mean, that is just--that is the lesson that I keep on learning and having to relearn over and over again. But you want at least one person to review your grant application before you submit it. I just did that recently. I did not have somebody review it because I was, you know, under a time crunch, and sure enough I made a mistake that I wish somebody else had reviewed. They would have caught it. So even--you know, we look at it so much that we start to overlook those little things. And fresh eyes on it can really, really bring a new perspective. And check, recheck, and check again about your budget, your grant requirements, all those attachments, your references that you're going to list, any other grant details. You want to make sure that you are really, really being super conscientious about all of those details.

And I also really encourage you to set the goal for yourself to have your grant ready 48 hours ahead of the deadline or even earlier if you can. You never know what can come up at the last minute. There's so many things that can happen that are out of our control, so the more time we can give ourselves, the better. That's just--boy, that's so true. Hard lesson learned over and over again. But, really, giving yourself time in case your computer goes down, in case the system goes down. I mean, I've had so many things happen at the ninth hour. So you definitely want to give yourself as much time as possible. And also another thing I've learned to do is I organize my grant files. So that when I finish up the proposal, I make sure I've got all my MOU together, I've got everything that I did for that grant organized, so that in case I get a call from the funder asking for clarification, asking for budget information, asking for anything, I'm prepared and I'm organized and I have it all there so I that I don't have to worry. And I've had that happen quite a few times, which is why I learned that I needed to do that and make sure that I had things at the ready so that I can respond to a funder. Next slide.

And here's a big one that I often overlook. This is one thing that I think in victim services, we're so busy providing services that we don't often take the time to celebrate. Celebrate when you get that OVC application turned in. It is a huge accomplishment, and I am almost certain that you will have other people helping you in doing that. So, you want to make sure that you have those people, their phone numbers, their email, their--I love to text--and let people know that I appreciate them, that it's done. And we have little jokes about, you know, that it's out in the universe and we're all excited and we're waiting on pins and needles. You also want to send thank you notes to them, especially people who really went above and beyond to help you. Those elected officials, any other people that really helped to make your proposal a success. And you want to honor your staff, you know, and thank them for all that they did to burn the midnight oil, to get those proposals done, and let them know how much you appreciated it. And, of course, your partners, your

MDT members, your advisory committee members, all of those people who contributed to that application.

And then you want to notify them not only when you submit it--I'd love to send out that email saying, yes, it's done, it's out in the universe; but also the outcome. And whether you get it or you don't, I love to let them know so that we can start working on our next application. So, we can think about what our next steps are as a group and as a partnership of how we're going to meet those needs and continue working together. Next slide.

So, here are some tips and lessons that I've learned over the years. First of all, you know, you want to--as soon as you're thinking about applying for a grant, you want to get--if you're a nonprofit, get your board support. If you are a government organization, talk to your leadership, make sure you have their support in advance, and that you know that you can go for that grant and everybody's supportive of it. Because I've seen situations when that wasn't the case and it--and it's not good. So, you definitely want to have that positive start from the beginning that everybody is supportive of this. And then you want to build that team, you know, of volunteers, of paid people that are your stakeholders, your professionals that you might be able to engage. Those professional grant writers, if you have that luxury, or an evaluator, or a designer. And, again, those can be volunteers. Don't limit yourself that it has to be paid. And then, start working on those tables and graphs. Get those staff photos, you know, or other images when possible. Being really mindful of those grant guidelines because some grants say you can't do that. So you definitely want to make sure that if you can, that you maximize those opportunities because, again, it can tell the story, and it can really bring it home of who your community is and why they need to give you that money and that grant. And then another big lesson is request the review committee score sheets. A lot of funders like OVC will automatically give you that. But, boy, that is such a great way to learn about what you can do better. And even if I get the grant, I still want to see that. I want to see what the committee's comments were and their feedback was about my application, because we can always learn and we can improve our applications and make ourselves more competitive.

And another big tip I have for you, and Jessica's going to talk more about this today, but I encourage you to be a peer reviewer. And I would love to know how many of you have ever been a peer reviewer. Have you been on a grant review committee? That's a wonderful way for you to see behind the scenes of how a committee works, how those selections are made. Boy, I learn so much every time I serve on a committee. And I have-- I have to say that I try to serve on at least one a year, because it helps to keep my skills sharpened and gives me a reality check about the conversations and about what the committees are saying. So, I really encourage you, if you have that opportunity with your local community, with your state, or with OVC or OVW, get on those committees as a peer reviewer. It can really open your eyes to things that you want to do and things you can do to improve your applications.

And then, follow up with your staff, your stakeholders, you know, again, to let them know if the proposal was funded. And if not, why it wasn't, what your feedback was, and what the

plans are of how you're going to move forward. So, that you're going to do it again. You know, like I said, if you don't get it, that persistence. Try, try again. It's so true. I can't tell you how many times I have applied for some of these grants, OVC included, and I don't always get it. But I want to learn from it why I didn't get it and how I can improve so that then, I can get it in the future. Because I really--I love to set a goal for myself every year of I want, at least, one federal grant. And so, to do that, I know I might have to apply for multiple, but I set that for myself as my own professional goal that I want to get that. Because I know those federal OVC grants, OVW grants, they're game changers for our victim service organizations, of the work we can do and how we can expand our work to serve survivors. So, I am in it. I love it. And I just am so thrilled for you and what it can mean for you and your organizations when you get that. And I just encourage you to not be discouraged and keep trying because you will eventually get it. You will, because you'll keep getting better every time. Next slide.

So, I don't know if you have any thoughts. Kathleen, if there's anything that I haven't covered in the--from questions I've seen pop up in chat? But I'm just so thrilled for everybody and the opportunities that you have as grant writers and grant--successful grantees. It's very exciting!

KATHLEEN DEMRO: Thanks, Marcie. We have received several questions. But let's go on to Jessica. And then we may stay a little bit late, maybe 10 minutes later than our anticipated end time of 4:30, so that we can get to some of those questions at the end. So over to you, Jessica.

JESSICA ANDREW: Thank you for that, Kathleen. And thank you, Marcie. Thank you for providing such thoughtful information about what folks should be considering when developing their proposals.

So my portion of the presentation, I'm really going to be talking about the technical process, about what happens when an application is submitted, what that looks like, and, most importantly, if you'd like to get involved as being an OVC peer reviewer, I'm going to give you a little bit of information about that. So hopefully, I can address some of the questions that are coming through the chat about peer review here shortly.

Before I go into all of that, I did just want to provide a brief overview about the Office for Victims of Crime. The Office for Victims of Crime administers the Crime Victims Fund or "the Fund" as some know it, which is financed by fines and penalties that are paid by convicted federal offenders, and it's not tax dollars. OVC then, channels that money towards victim compensation and assistance all throughout the United States, raises awareness about victim rights issues, promotes compliance for victim rights laws, provides training and technical assistance. There's publications and products for victim assistance professionals, like yourself. And these are all done through grants and cooperative agreements, which we're going to talk about in here shortly.

On the next slide, I wanted to include a slide that talks a little bit more context about the OVC grants that we have. There are two that I really want to focus in on--is talking about

discretionary and formula. And for the discretionary grants, applicants typically apply directly to OVC. And these grants are typically competitive and awarded on--based upon predetermined process and also the availability of funding. For most programs, we receive applications through the discretionary competitive process, which is understandable because there's really such a high demand for these awards. So, we're trying to fund the strongest proposals based on an objective review criteria.

And then, we also have formula grants. And so these are the types of awards that are noncompetitive basis, which means that these typically go to eligible applicants, such as your state administrator agencies such as SAAs. And so, one of my recommendations to you is that if you don't already have an active relationship with your SAA, you should really start one today. And if you don't know who your SAA is, you can always find a complete list on our OVC website, and we can also pop that link here in the chat. One thing I will say about programs that are formula, they are also enacted by legislation, specifically on how funds can be distributed among eligible applicants. So that's also the difference between formula, as well.

On the next slide, we're going to talk a little bit more about where to find funding opportunities and resources to help you develop your material. Marcie provided some great links right before this presentation. And so I'm just going to give you a couple more, as well. The OJP Grant Application Resource Guide provides that A to Z of everything you need to know about applying for and managing federal awards with the Department of Justice. And then you have Grants.gov, and that's a great place to find current funding opportunities. And as Marcie mentioned in her presentation, many federal entities require you to register in Grants.gov in order to apply for funding, and that is specifically true with DOJ and OVC funding. So if you haven't already signed up for Grants.gov, I recommend visiting the website and signing up.

Also, I wanted to provide a link for the OJP Award database. And so this is a really great tool, if you want to see what funding is actually going out to the different jurisdictions and all across the country. There might be a lot of money that's out there that you just aren't aware of. So this website really tells you where the money has gone, and then it'll also provide some information about where to locate different resources. So definitely, take a look at this website and make connections, establish partnerships potentially with those groups so that you can collectively address the needs that you have within your community.

And then, lastly, we have CrimeSolutions.gov, and that is a website-based clearinghouse for programs and practices and it--and how they've been rated in terms of effective--I'm sorry.

And so next, we're going to be going on to talking about the grant award cycle. And so what I want to do is provide a quick overview about OVC and what this award cycle is going to look like. So once you've applied for funding--for the right funding opportunity, the grant application process can take up to nine months for it to complete before you hear anything about the end status of your award, if you are awarded or if you are declined

funding. So what I'm going to do now is kind of talk through those initial phases, because frequently what we're hearing is, especially from new applicants, there are questions about, "What happens with the review process? Why does it take so long," and I want to just go over some of those steps, so you get an idea.

So on this next slide and after you've submitted your application, it goes through the grant application review process, which it generally consists of about five different steps. You have the Application Review, Programmatic Review, our financial team will then also take a look, Award Decisions, and then you receive that final approved award status. And we're going to quickly go through those steps here right now.

So step one, again, you've completed the two-step application process and you've submitted your information into Grants.gov and the full application into JustGrants. And so once all that is submitted, OJP, OVC, we're going to screen the applications to sure--to ensure that they've met the basic minimum requirements prior to conducting peer review. And so, although specific requirements may vary, there are some common requirements that apply for most solicitations that fall under OJP and OVC programs. So, for instance, you have to be eligible to apply as an applicant. The applicant must be responsive to the scope of the solicitation. In certain situations, you must request funding within programmatic funding constraints. And then the other piece is that the applicant must include all the items that are necessary to meet that basic minimum requirement, which is also known as BMR. And examples of that criteria might be a Program Proposal, Timeline, Time-Task Plan, Budget Detail Worksheet, Budget Narrative, things like that. And I know I just threw a new term at you, BMR, again, which stands for basic minimum requirements, and we're going to talk about that a little bit more on the next slide.

So, as I said, every OVC solicitation should have critical elements that need to be in an application. As an example, I have a screenshot of the Application and Submission Information from one of the past OVC solicitations. This example shows that in order to meet BMR, there are three basic requirements that must be met. For this example, you have to have the Proposal Abstract; the Narrative; the Budget Detail Worksheet, and the Budget Narrative. So three documents. And this is very critical to the application, because if any of these pieces are missing from your application, your application will get screened out immediately and it's not going to make it towards the peer review process. So when Marcie was talking about making a checklist and making an outline, she's talking about making sure that you include these types of elements in your checklist to make sure that it's with your submission package so that you're not being kicked out or screened out for an oversight. So--and as a reminder, if the solicit--solicitation identifies that a Proposal Narrative is a key element and it must be included in your submission, and it's missing; it's not going to go forward.

But on the other hand, if the application is missing a non-critical element, so this might be Letters of Nonsupplanting, MOU agreements, lobbying forms, something like that, if that applicant--or if that application does not include those non-critical elements, you may lose points but it's not going to get you kicked out of peer review. Regardless, you should make sure that all the elements are in your application upon submission, but those are the two

differences that I just wanted to explain briefly. So, again, making sure that you're hitting BMR, including those key elements in there, so that you can move forward in that process.

And you also want to remember--I just want to remind everybody. So on the screen, I also have it in big bold letters. Sometimes the solicitations, they're going to have other critical elements that are in the solicitation that you need to be aware of. So, check the solicitation once, twice, and three times to make sure that you have all those critical elements, so that you can move forward in the review process.

The next is Programmatic Review. So the grant manager is going to review the applications to make sure that the information is in there and that it's reasonable, understandable, and the activities proposed are measurable, achievable, and consistent with the program and the solicitation in which you are requesting funding for. For most competitive discretionary solicitations, this step also includes peer review. And peer review is that process where we're using nonfederal, independent evaluators, or in-house, or other federal agency personnel subject matter experts to review the applications, and those applications are then reviewed and then scored.

So how is the application scored and how are they reviewed? So each application is typically reviewed by three peer reviewers, and they score the application based on criteria, looking at the statement of the problem, project design, looking at the capabilities, and how you're going to collect data, and then, of course, that budget section. And this application review is usually listed in the solicitation.

And on the screen, I have a screenshot of what you should see in a solicitation. And, again, this is just an example. What you're seeing here, the scoring criteria, the percentages, they're going to vary between solicitations. So, for this example, what you really want to do is look at that review criteria. So when you're completing your application, each of those components have a certain percentage of--percentage--weight percentage that you need to consider. And as you can see for this one, if you're looking at the Statement of the Problem, it has 20 percent weight. Some of the other components are a little bit higher. So if you have the Statement of the Problem that is around 20 percent and you have the Product Design that is worth 45, perhaps you may want to spend a little bit more time on the Project Design section to make sure that you're hitting all the touchpoints that you want to include in your application. Each element is important to the overall development of your proposal but it's really important to understand what sections you may want to spend more time on.

On the next slide, I do have some information about hallmarks for outstanding applications and what we're looking for. These are all great things that Marcie touched on before. Making sure that you're using simple and concise language, being realistic about your goals, getting feedback from those who are going to run the project and other reviewers.

And on the next slide, as well, common reasons of that are cited for a weak applications. And these are things that need to be considered. If an application is too ambitious or it lacks focus. So, most solicitations outline that--the intended performance period. If a

project has a performance period of 36 months or three years, you should really make sure that your plan is achievable within that timeframe. So, it's important to be realistic about what you can accomplish.

Another area is the lack of appropriate expertise to carry out the project. If you're developing a new victim service program, you really need to look at how you're going to hire, train, and then carry out that project. So, looking at it holistically, big picture. And then, poor writing, a lot of errors. I'm guilty of this sometimes. So, it's definitely recommended that you have somebody else review your work and to make sure that it makes sense, it's clear, and it's written in a way that people can understand.

The next step is going to be talking about the Financial Review. So, the Office of the Chief Financial Officer is going to conduct a review of the budget that you submitted. And this is going to go for all discretionary awards and cooperative agreements to evaluate the fiscal integrity of the--or the fiscal integrity of the budget, to make sure that it accurately explains the project costs and how you intend to use those funds. And making sure that it's reasonable, necessary, and allowable under federal cost principles and agency regulations.

This next step is going to be going over Award Decisions. So generally, OJP, we either notify the applicants--we intend to notify the applicants no later than September 30th of the calendar year about an issue of award notice, or a rejection letter is normally sent by December 30th, the same calendar year. As mentioned previously, it's very important that peer review comments have a role of--they're advisory in nature. And in addition to scores, OVC considers a number of factors included in--included as past performance, geographical diversity, underserved populations, and other priorities when making funding decisions. And it's also important to know that the OVC director makes these full funding decisions.

And something that Marcie did mention in her slide--sorry. You can stay on that slide. But for all--if you are interested, so OVC has a policy that at no time applicants are not told the name of the peer reviewers or the scores that they received. However, applicants can request a copy of the panel consensus comments on the strengths and areas of improvement. So, all fiscal year 2021 OVC applicants, if you were not funded, you did receive your non-funded letter and the final summaries of your peer review comments. If you are awarded and you'd like to see those comments, you can contact the program office for more information. So typically, again, if you do not receive funding, you will receive that summary. And if you were successful, you will not receive it unless you request it. What you can do, you can reach out to the solicitation manager for that solicitation.

And we can go to the next slide. The next one. And I know we are coming up on time. so I'm going to make this very quick. So, generally, award applications, again, by September 30th and no later than December 31st. I also have on here about how you can accept your award in JustGrants or our webinar series. We also have another session that talks about

logging into JustGrants, how to apply, and we can stick that resource information into the chat, so we're not going to go through that right now.

And next, we're going to talk a little bit more about OVC peer review and getting to some of the questions that are--I believe, are still coming through.

So what is OVC peer review? So every year the Department of Justice, OVC, we receive applications all over the country. And OVC, through peer review process, we convene these panels of victim service professionals, current, retired experts and practitioners to evaluate these grant proposals based on the requirements that are listed in the solicitation, which we just talked about. And so, peer review is a technical and programmatic evaluation of these--of these applications. And every year--oh, sorry.

As I flipped my screen.

Every year through OVC, there's the peer review process. We convene these panels comprised of, again, these experts to evaluate the grant applications based on the programmatic requirements in the solicitation, and so all competitive applications for discretionary programs typically go through peer review. And OVC may use peer review through external reviewers, internal reviewers, or a combination of the two.

And so, to talk to you a little bit more, what I--what I wanted to hit on is how to apply to be an OVC peer reviewer. So, peer reviewers are everyday people; folks that are on this webinar that are within the field, providing critical services to victims of crime. Because OVC is a government agency with a critical mission of strengthening our nation's capacity to reduce violence, we have to rely heavily on peer review. It is offered as an opportunity to provide valuable information about what the communities need. So OVC is constantly seeking qualified individuals to join the pool of subject matter experts to strength--or to review the strengths and weaknesses of applications. So whether you're selected to review an application for a particular solicitation, we definitely recommend that you put in your subject matter expertise, your demographics, and prior experience as a reviewer. And I know I, kind of, just stumbled over myself just a little bit. So what I'm going to do is just walk it back, just a little bit.

So, peer reviewers have relevant expertise in the field of victim services. What we have on the list right here are a list of different topic areas that you might be an expert in. But the list goes on and on. It's not just domestic violence, child abuse, and elder abuse, victim impact, or law enforcement. There are more topic areas that are focused. And what is involved in this, if you are selected to become a peer reviewer, you participate remotely. You review and score about five to 10 applications within a two-week period. You participate in orientation calls before the review begins. And then you are compensated approximately \$125 for every application that you review. If you would like to become an OVC peer reviewer, what you'd want to do is to send your updated resume to the email address on the--on the screen right here. And we'll also put it into the chat as well. And then in your subject line, you're going to want to write "peer review candidate resume."

On this next slide, I just really want to go over why to become a peer reviewer. All the things that Marcie had mentioned, bring your expertise to your peer review process, ensure ongoing success of other programs, learn to identify what to do and what not to do for a grant--for future grants that you're applying for, and I think that's what's really great. For obvious reasons, you generally can't apply for a program for which you are a reviewer, but serving as a reviewer can be really valuable to know how to formulate your future grant applications. So being a reviewer on these panels helps you understand what kind of proposals are submitted and it gives you an idea of how you can formulate different information. And participating as a peer reviewer for an external agency, again, excellent way to gain experience and to grow and sustain your program.

Other considerations to keep in mind, and I am aware that we are heading up at 4:30. So if you do need to leave, this recording of the webinar will be posted on the OVC website.

So, some considerations to keep in mind again. Typically, you're compensated \$125 per application. Peer review is typically held between mid-February to June of each year. And OVC does not allow an individual who is serving as a peer reviewer who also has pending applications under that specific grant program. And so, this includes not just an individual who is employed by the applicant entity, but also if you are a consultant, a subrecipient, contractor, if you are in a situation to gain financially from the submitted applicant, then you cannot peer review that application. And that will--you'll go through a conflict of interest overview document to see whether or not that is an issue when you are reviewing.

And we will follow up with a couple of resources.

And I apologize for speeding through a little bit of this. Application Submission Resources. Again, great information that will enable you to go and access funding opportunities. I definitely recommend that you check out the second link that is on there, the OJP Grant Funding Resource Page. This is going to help you access funding opportunities as they come through other bureaus of OJP, in addition to OVC. So whether you're looking for funding opportunities or you need an overview of OJP's grant process, which I just quickly provided, that information is all here. And then, also you have the DOJ's Financial Guide, which is incredibly important as you are developing your budget and should be a starting point for everyone as you're trying to figure out what is allowable and what is not when it comes to the budget.

And then, lastly, join OVC to raise awareness for victims' rights and services, and celebrating progress and achievements and honoring victims of crime. So, every year OVC has National Crime Victims' Rights Week. We encourage you that if you have not already done so, you can go on the OVC website to print out the Resource Guide artwork. It is now available online, and you can use that as part of your public awareness campaign.

And, lastly, we have the Pre-Application Education Webinar Series. That is a mouthful. We are halfway through the webinar series, as of right now. The recordings of the web--or

the recordings of the webinars will be posted on the OVC website here in the coming weeks.

First, we'll talk to you about how to apply, so an in-depth overview of how to apply in JustGrants and also Grants.gov.

Marcie talked about the Budget Webinar that was just held last week, as well. And this was a great webinar that had OCFO, our JustGrants team, and also our financial training and technical assistance provider talk through the budget and considerations that you should make when developing your Budget and Budget Narrative.

And the last webinar that we are going to be hosting is going to be on February 23rd, where we're going to highlight the Department of Justice's program plan and solicitations OVC intends to roll out in fiscal year '22. And so, this tool helps applicants and grantees find funding opportunities, otherwise known as solicitations, to address the needs within their community. I'm going to post the link to the program plan website in the chat. Just know, it has not been updated yet and will be updated here in the next couple of weeks. So, if you are interested in learning about upcoming opportunities through OVC, please join us on our webinar on Friday--oh, I'm sorry. On February 23rd, next Wednesday.

And then, lastly, if you haven't already done so, definitely follow us on social media.

And with that, I will pass it back over to Kathleen to see if we have any questions. And I apologize for running through that. I just want to be cognizant of your time.

KATHLEEN DEMRO: That was fantastic, Jessica. Thank you so much. And Marcie as well. We do have a few questions. And then we have just a couple of slides after with some additional resources for you all.

So the first question, Jessica, I think this would be for you. "If an entity's training approach is limited to the offerings from OVC TTAC, would that be considered an appropriate training model for DOJ or would they like to see additional training engaged in?"

JESSICA ANDREW: I think I would need more information.

KATHLEEN DEMRO: That's fair. So, if the--if the participant would add a little more into chat about that, that would be great.

Jessica, "Are grants only for nonprofit organizations?"

JESSICA ANDREW: No. Various entities are eligible to apply for different grant opportunities. What I do recommend is that you review the solicitations and see if you are eligible to apply. So, some agency--some solicitations are eligible for state administrators, federally recognized Tribes. Definitely, check out the solicitations to see what you are eligible for.

KATHLEEN DEMRO: Great.

Jessica, there was a question about, "what is DUNS? The DUNS number. How does that fit into all of this?"

JESSICA ANDREW: The DUNS number is actually slowly being rolled out and we are going to a different way to identify entities. What I do recommend is reaching out to your OVC program specialist, if you have--if you do you have one, to talk through what your--what--sorry. I'm--

Apologies. My internet is going--

But we can provide resources on how to update your DUNS number in the chat.

KATHLEEN DEMRO: Great. Thank you. Marcie, we had people asking for an example of your fact sheet. Also, "do you have a link for grant writing samples?" And so, I don't know if you want to speak to that, but I'll tell you that in two slides, we've got Marcie's contact information if you want to reach out to her. Any thoughts, Marcie?

MARCIE DAVIS: That sounds awesome. I'm happy to share any resources that I have. And people are welcome to email me. Absolutely.

KATHLEEN DEMRO: Wonderful. Great. We had a question about the difference between victimology and crime data statistics, but we had a wonderful participant answer that in chat. So, I think we'll let that go.

Jessica, "Any more that you want to say about Indirect Cost Rates or how an organization would apply to get one?"

JESSICA ANDREW: This is actually a topic that we discussed very thoroughly in our budget webinar, so I would definitely recommend that you check that out. And you can also reference the DOJ Financial Guide, where it talks about how to acquire a federally recognized--or I'm sorry, an Indirect Cost Rate and the steps on how to do that.

KATHLEEN DEMRO: Wonderful. Marcie, "what's a reasonable amount, dollar amount for external evaluators?"

MARCIE DAVIS: You know, it usually varies between 10 to 20 percent.

KATHLEEN DEMRO: Great. Thank you. And, Jessica, "can an applicant who didn't receive the award get a copy of the proposal that was selected?"

JESSICA ANDREW: No. There's no way to do that, that I'm aware of.

KATHLEEN DEMRO: Great. And, Jessica, I'll give you a moment to look in chat. There was some additional information provided for that first question. And, Tammy, if we could go on to the next couple of slides and then I'll return to you, Jessica.

So, I just wanted you to know, this is the advertisement for the fourth and final session in this webinar series, so that you can hopefully register for that and get some more great information.

Then we also wanted to let you know about some additional resources through OVC TTAC. Our wonderful guest today, Marcie Davis, did four hours of content through a national webinar series on Planning for Sustainability, Diversifying Funding, and Writing Complex Grants. The recording of those sessions are now posted on our website, and so you can connect to them there.

We also have a National Victim Assistance Academy series called the Effective Management Series. And there is a six-week course in NVAA on sustaining your program's capacity to serve victims. So, another way to get more information.

We also have a Training on Grant Writing and Other Funding Strategies for Victim Service Providers that you can find on our website. We have lots of ways that we can help you through technical assistance. And we also have a LISTSERV. I hope that everyone here is connected to our LISTSERV, so that you could get additional information about training when it becomes available.

Finally, I want you to see the contact information for Marcie and for Jessica, in case you want to get in touch with them after today's session. Before I return to you, Jessica, I want to say thank you again to Bess, to our interpreters, Marina and William, to Tammy, my colleague, who was advancing slides during this entire session.

Our final slide is our evaluation slide. If you please would do me a great favor, you can either take a picture of the QR code and complete it or you can go to the link that Bess has just posted and connect to it that way.

And, Jessica, would you like to address that last question?

JESSICA ANDREW: Yes. And for the sake of time, I will message Daniel, separately.

But I do, again, want to thank everybody for joining today's webinar. We do appreciate your time today. And if you do have any questions, please feel free to reach out. And the recording will be available on the OVC website here shortly.

KATHLEEN DEMRO: Wonderful. Thank you, everyone. Best of luck in all your grant writing. Bye.