

Grant Application Review

Enhance the quality of your grant application in 7 hours flat.

Table of Contents

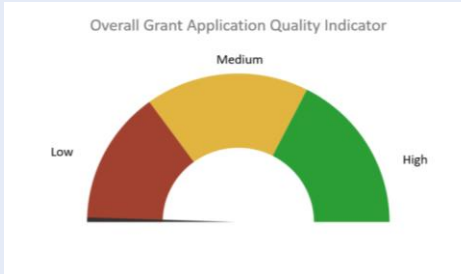
- 3 Four Steps Toward Increased Grant Quality
- 4 What Does 7 Hours Get You?
- 5 Implement a Strategic Grant Application Management Lifecycle
- 6 Improve Grant Writing With 3 Key Tools and Deliverables
- 7 Review the FOA and Assess the Structure
- 8 Score the Standard and Specific Requirements
- 9 Speak with the Member to Learn: “Why this Grant?”
- 10 Leverage the Findings and Input the Recommendations
- 12 Delivery Analysts

Four steps toward increased grant quality

Review the Funding Opportunity Announcement

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Score the Grant Application



Discuss the Grant to Organization Alignment



Complete Scoring and Provide Feedback

[illegible]

Learn from an Info-Tech analyst

How to increase the quality of the grant application.

How to select grant applications that align with the Organization's IT priorities.

How to critically evaluate the quality of the grant application.

Why the value of soliciting external feedback on grant applications is critical.

What does 7 hours get you?



Increase the Grant Application Quality

Write a competitive grant funding application that that will stand apart from the other applicants and increase the agency's interest in awarding your organization the grant.



Confidence Grant Aligns with Organizational Priorities

Ensure that the grant funding opportunity being pursued aligns with the IT priorities of the organization.



Verify Funding Objectives Are Feasible

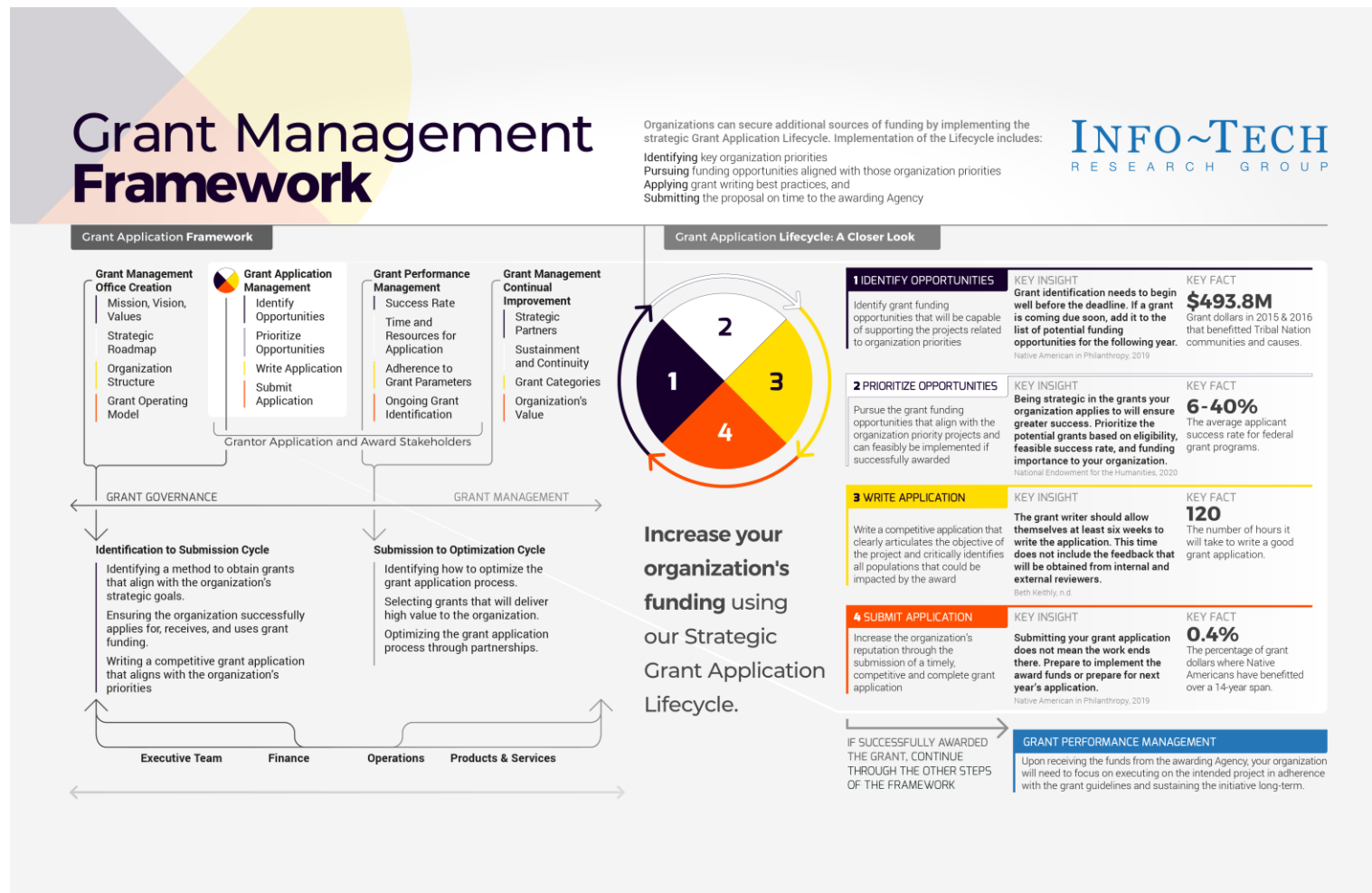
Avoid the mistake of pursuing a funding opportunity that cannot be feasibly implemented by your organization if the successful recipients.



Get Imperative External Feedback

Obtain feedback from an external source that can validate the clarity of the application objectives and provide a different perspective on potential populations that could be impacted by the project being funded through the grant.

Implement a strategic grant application management lifecycle



IT The Info-Tech difference:

1. Use Info-Tech's Grant Management Framework to better inform your organizations grant application process from identification to submission to optimization.
2. Info-Tech's framework allows you to strategically pursue grant funding opportunities that align with the organization's IT priorities. Identifying these priorities and associated funding opportunities sets the stage for tactical grant writing and submission processes that increase the organization's likelihood of being awarded the grant funds

Improve Grant Writing With 3 Key Tools and Deliverables

Grant Writing Checklist



Grant Writing Checklist: Do's and Don'ts		Concierge Service
PREPARING TO WRITE	Do's <ul style="list-style-type: none">✓ Develop and align all the key aspects of the opportunity that you need to address in an application.✓ Speak with the Program Officer of the agency who is funding the grant to make sure they are aligned with your intended project/mission.✓ Understand the meaning and mission of the funding agency's efforts.✓ Identify why your organization qualifies for the funding.	Don'ts <ul style="list-style-type: none">✗ Write a grant funding opportunity without having a meeting.✗ Include a grant funding opportunity that is a working due date and you will not have enough time to research and write.✗ Submit a grant funding opportunity for review without an expert who you are using a service on.
WRITING THE APPLICATION	Do's <ul style="list-style-type: none">✓ Follow the exact guidelines that are specified in the application.✓ Be to the point and write in such a way that any person reading would understand the point.✓ Leverage specific evidence, metrics, and research that will give your organization a competitive advantage.✓ Highlight the benefits of the project/mission to the funder.✓ Be concise and write the budget.	Don'ts <ul style="list-style-type: none">✗ Be vague or general in your responses.✗ Expect the Program Officer, Agency, or Review Committee to understand what you are saying. Be clear and concise.✗ Lie or provide false information. It is important to accurately represent the team and provide facts.✗ Use any sort of jargon, acronyms, or other abbreviations that would only make sense to someone inside your organization.✗ Be inconsistent in your responses. Your application should tell a consistent and cohesive story.
PREPARING TO SUBMIT	Do's <ul style="list-style-type: none">✓ Proof read your application several times to ensure there are no grammatical or spelling errors.✓ Obtain feedback from internal and external reviewers.✓ Engage a review of the application and all necessary statements are completed by your experts.✓ Email the Program Officer to advise of the submission.	Don'ts <ul style="list-style-type: none">✗ Leave any boxes unchecked in your application.✗ Go over the word or page limit. If the agency indicated these specifics it is important to comply.✗ Submit documents that are not aligned with the request or are not relevant to the request.✗ Submit your application on the last day of the submission.

Leverage the checklist to ensure that your organization does not skip critical do's and avoids the don't pitfalls.

Grant Application Review Final Evaluation Report



Grant Application Review Final Evaluation Report		INFO-TECH RESEARCH GROUP
City of ABCD (Example)		
Value Proposition	IT B. The document provides a clear indication of the need, quality of the grant application, and the ability to fund the project. FOR The document provides a clear indication of the need, quality of the grant application, and the ability to fund the project.	THAT. The document provides a clear indication of the need, quality of the grant application, and the ability to fund the project. UNLIKE. The document provides a clear indication of the need, quality of the grant application, and the ability to fund the project.
Findings		Recommendations
Missing key sections that need to be added to increase quality.		There are two sections that need to be added to increase the overall quality of the application. A detailed timeline and an objective.
Clarify match requirements.		Provide a clear timeline and an objective.
Ask for more.		Provide a clear timeline and an objective.
Findings		Recommendations
Align grant opportunity and organization priorities.		Provide a clear timeline and an objective that aligns with the overall organization's priorities. It will address the funding opportunity and the organization's priorities.
Quality of writing.		Improve the quality of writing and the overall presentation of the application.
Communicate the feasibility of implementing the project.		Communicate the feasibility of implementing the project and the overall presentation of the application.
Findings		Recommendations
Get additional contract letters for comparison.		Show you have done the diligence by getting contract letters for comparison. The contract letters should be included in the application.
The contract letters should be included in the application.		Show you have done the diligence by getting contract letters for comparison. The contract letters should be included in the application.

Obtain a final report with suggested recommendations on how to improve the overall quality, general and specific requirements.

Application Checklist



Type of Request: Entire Application		
Structure	Score:	86%
Description	Present	Analyst Notes
Cover Page	Yes	Does the cover page have Organization Name, Project Name, Contact Information, Date?
Table of Contents	Yes	Is there a table of contents with page numbers?
Cover Letter	Yes	Is there a brief letter outlining the proposed project and the main components?
Summary of Proposal	Yes	Is there a summary of the proposed project that includes the amount, timing, intended parties, and expected parties?
Organizational Information	Yes	Is there information about your organization? Does it include your organization's vision, mission, and values?
Objective or Goal	No	Is there a clear objective or goal of the proposed project? This document does not have a clearly stated section focused on the objective or goal of the project that would be funded through the grant award.
Problem Statement or Needs Description	Yes	Is there a statement identifying the main concerns and why funding are needed?
Work Plan and Timeline	No	Is there a detailed outline on how the project will be achieved? There is only a proposed completion, not a detailed outline.
Outcomes or Impact	Yes	Is there a thorough overview of the impact the project will have?
Method to Evaluate Impact	Yes	Is there a plan on how the project impact will be evaluated?
Budget	Yes	Is there a budget going over the project costs and other funding sources?
Revised Budget	Yes	Is there a revised budget going over the project costs and other funding sources?
Additional Supporting Documents	Yes	Are supporting documents included?
Letter/Recommendation of Support	Yes	Is there a signed letter or statement from leadership indicating their support for the application?
Format	Score:	60%
Description	Present	Analyst Notes
Consistent Format	Yes	Is the format consistent throughout and clear for all parties to read and understand?
Consistent use of bullets	Yes	Are bullets used consistently and appropriately?
Consistent numbering	Yes	Is the numbering consistent?
Use of bold, italic, and underline is consistent	No	Is the use of bold, italic, and underline consistent and clear as to when? Inconsistent italics used to emphasize words/paragraphs throughout.
Meets word or page requirements	No	Does the application meet word and page count limits? Exceeding word count limits.

Leverage the notes provided in the checklist to determine if there are any components missing and whether those components that are present are complete and adequate.

Review the FOA and assess the structure

Grant Application Review Checklist

Use the following checklists to assist in the evaluation of the grant applications structure and format. If a section is not a requirement and it is not present then answer the questions as "Yes" to avoid the optional information lowering the score.

Do NOT spend a lot of time answer these questions. This a very quick initial pass through the document.

Type of Request:

-

Structure	Score:	0%
Description	Present	Analyst Notes
Cover Page	No	Does the cover page have Organization Name, Project Name, Contact Information, Date
Table of Contents	No	Is there a table of contents with page numbers?
Cover Letter	No	Is there a brief letter outlining the proposed project and the main components?
Summary of Proposal	No	Is there a summary of the proposal that includes the amount, timing, involved parties, and impacted parties?
Organizational Information	No	Is there information about your organization? Does it ensure your organization comes off credibly?
Objective or Goal	No	Is there a clear objective or goal of the purposed project?
Problem Statement or Needs Description	No	Is there a summary identifying the main concern and why funds are needed?
Work Plan and Timeline	No	Is there a detailed outline on how the project will be achieved?
Outcomes or Impact	No	Is there a thorough overview of the impact the project will have?
Method to Evaluate Impact	No	Is there a plan on how the project impact will be evaluated?
Budget	No	Is there a budget going over the project costs and other funding sources?
Scoping section	No	Is there an overview of the 10 key requirements and what is not in scope?
Additional Supporting Documents	No	Are supporting documents included?
Letter/Resolution of Support	No	Is there a signed letter or statement from leadership indicating their support for the application?

Format	Score:	0%
Description	Present	Analyst Notes
Consistent font	No	Is the font consistent through out? Watch for changes in font spacing and justification.
Consistent use of bullets	No	Are bullets used consistently and appropriately?
Consistent indenting	No	Is the indenting consistent?
Use of bold, italics and underlining is consistent	No	Is the use of bold, italics and underlining consistent and clear as to intent?
Meets word or page requirements	No	Does the application meet word and page count limits?

Meeting the FOA's Requirements

By leveraging the Funding Opportunity Announcement, the reviewer can ensure the grant is meeting the structure and formatting guidelines of the application.

Ensure that the Grant Application is Accurately Formatted

In the first pass of the grant application scoring, the reviewer will identify quick wins that can be adjusted in the structure and format of the application.

Score the standard and specific requirements

Grant Application Review Checklist

The checklists on this tab represent the general requirements expected of most quality application.. By having all the right answers in this section the application will positively answer the question "Do you have a competitive grant application worth submitting?"

Type of Request:-

Alignment		Score:	0%	
Description	Present	Complete and Adequate		Analyst notes
Objective	No	No	✖	Does the proposal objective align with the funding opportunity?
Organizational IT Priorities	No	No	✖	Does the proposal align with the priorities of the organizations IT Department/Division?
Eligibility	No	No	✖	Is the organization eligible to apply for the grant funding?
Target Audience	No	No	✖	Does the target audience of the proposed project align with the funding agencies intended use of fund?
Agency Program Officer				
Training or Presentations				

Application Quality	Use the "Insert Row" button to add additional rows to this table. Doing so maintains the ranges and cell formatting which would be lost if a row is manually inserted. The new row will be inserted at row 10
Description	
Clear and concise	The checklists on this tab represent the top 10 (or maybe more) key requirements. By having all the right answers in this section the grant will positively answer the question "Does your application have whats needed to ensure a successful grant award?"
Jargon or acronyms	
Inconsistency	
Grammer and spelling	
Missing information	Please select the Grant Type from the dropdown.

Insert Row

BudgetGrant Type:-

Requirements		Score:	0%	
Description	Present	Complete and Adequate		Analyst notes
Key Requirement #1	No	No	✖	Fill in the top 10 key requirements as specified by the member If you can't identify the key requirements from the RFP, ask for them in the review call.
Key Requirement #2	No	No	✖	
Key Requirement #3	No	No	✖	
Key Requirement #4	No	No	✖	
Key Requirement #5	No	No	✖	
Key Requirement #6	No	No	✖	
Key Requirement #7	No	No	✖	
Key Requirement #8	No	No	✖	
Key Requirement #9	No	No	✖	
Key Requirement #10	No	No	✖	
			✖	
			✖	

Standard Requirements

These requirements should be consistent throughout any grant application that your organization is submitting for grant funding.

Specific Requirements

These requirements can change based on the ask of the funding agency and the particular grant being applied for. Ensure that all documentation is provided to meet these requirements.

Speak with the member to learn: “Why *this* grant?”



Use the Info-Tech Grant Management Framework to assist in the application review and submission process.

An analyst will review your application and speak with you about why this particular grant is being pursued and what your organizations overarching IT priorities are.

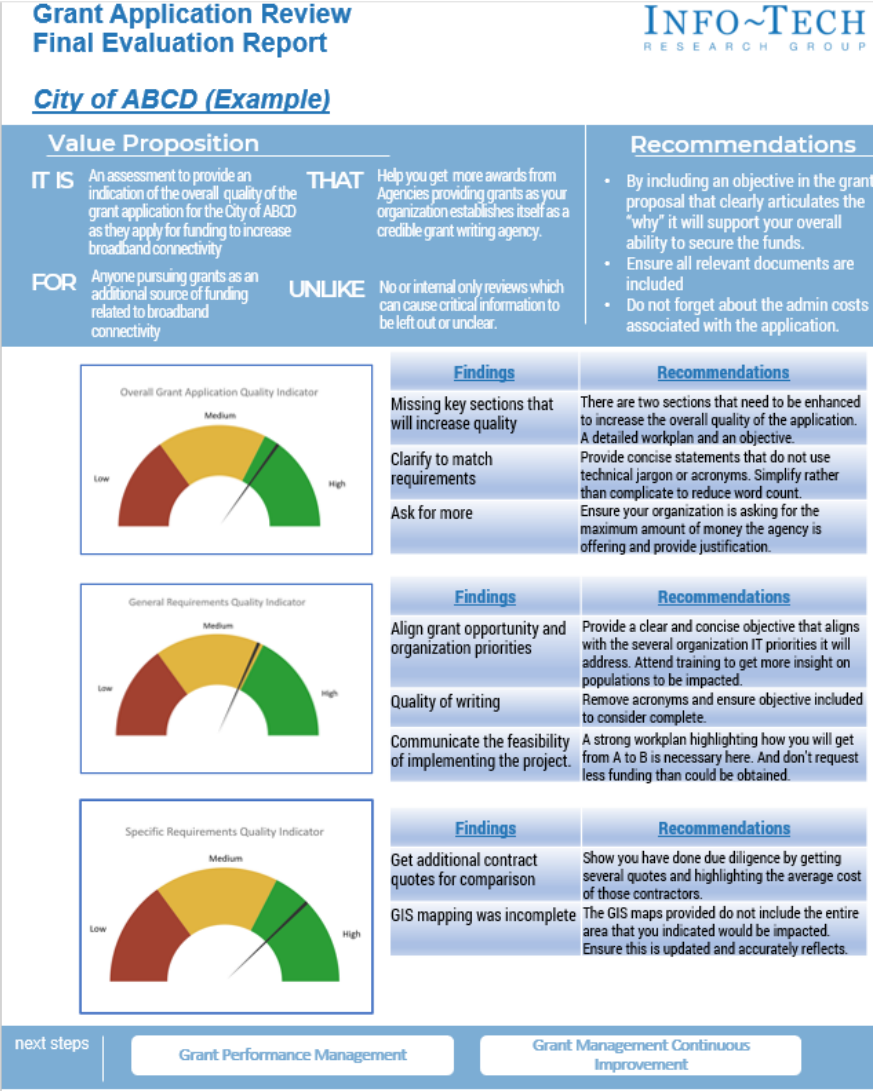
Alignment is Key

Alignment with the grant funding opportunity, the funding agency, and your organization is really critical in the grant application process. Ensuring this is the case will increase award success.

IT Priorities are Business Priorities

When pursuing a grant for IT, the organization is pursuing a grant that will support the overall vision of the organization. Ensure this grant can and will do that.

Leverage the findings and input recommendations



Carefully Read the Findings

The findings of the applications are important as they provide the critical external feedback your organization requires to learn where the application has gaps and opportunities.

Enhance the Overall Quality of the Application

By leveraging the recommendations being put forward by the analyst, your organization can increase the grant quality and put forward an award-winning proposal.

Book Your Grant Application Review Now

Speak with your account manager or book directly on the website



Book Now

This service is included in all Counselor memberships and bundles

Leverage Info-Tech's Grant Management Framework

Info-Tech's research to increase the number of grant funding opportunities that your organization is awarded.

Delivery Analysts



Brittany Lutes

Brittany Lutes is a Research Analyst with the CIO Research practice. She contributes to organization's ability to implement IT, Digital and Modernizing Strategies and how to structure the organization to allocate sufficient resources to support key capabilities.

Brittany has worked for private, public, and non-profit organizations in various capacities and has earned a MSc. from the University of Guelph in Business and Economics. She is passionate in helping organizations succeed in meeting their IT priorities.



Larry Fretz

Larry Fretz is a Practice Lead at Info-Tech Research Group, within the Industry Practice focused on the Gaming and Hospitality Research Center (GHRC) and the Native American Technology Research Center (NATRC).

The background of the image features a series of thin, light blue lines that flow and undulate across the frame, creating a sense of movement and depth. These lines are more densely packed in some areas, forming soft, wavy shapes that resemble smoke or liquid in motion. The overall color palette is a range of light blues, from very pale to a slightly deeper hue, set against a plain white background.

INFO~TECH

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