



**Georgia CTSA Request for Community Grant Writing Academy  
Applicants Due Friday, October 23, 2020 by 11:59pm**

Georgia CTSA's Community Engagement (CE) program is soliciting applications to support community-based organizations seeking to learn how to develop grant proposals to fund research or other health initiatives to address community health priorities. The purpose of this CE Grant Writing Academy (CGWA) is to provide prospective participants with the knowledge and the skills to write a competitive research or health initiative grant. After the course CGWA participants will be able to:

- GOAL 1: Discuss and describe the components of community engagement research.
- GOAL 2: Identify and define a research interest.
- GOAL 3: Write Goals and Objectives (Specific Aims).
- GOAL 4: Develop the framework for the methodology, research/evaluation plan, and budget.
- GOAL 5: Write a competitive community-engaged research grant.

Georgia CTSA Mission Statement -The institutions of the Georgia CTSA leverage their complementary strengths to accelerate clinical & translational education, research, and community engagement to impact health in Georgia and beyond. The Georgia CTSA C aims to support community-university research partnerships, to facilitate community input into university research, and to increase health research in community settings that is both responsive and relevant to the health needs of the community.

Funding – Six (6) organizations will be funded. Each organization will be awarded \$5,000 upon successful completion of all requirements (see Funding Limits, Budgeting, and Participation Requirements).

Eligibility Criteria:

- A. To qualify a Community-based Organization (CBO) must have a yearly operating budget of at or below \$300,000.
- B. A CBOs must be a 501c3, non-Profit, for-Profit, and/or a limited liability company (LLC), etc. (official registration or documentation required).
- C. Identify two participants to attend the CGWA, one will serve as the lead or contact person.
- D. CBO must support the full participation of its staff to attend the CGWA program.
- E. CBO can be based *in any part of Georgia* and we strongly encourage applications from those outside of Metropolitan Atlanta.

In light of COVID-19 we will follow Centers for Disease Control and Prevention guidelines and are prepared for virtual convenings. Therefore, organizational location should not preclude submission of strong applications. Prospective applicants are strongly encouraged to participate in the funding opportunity information session (see details in timeline below).

Expectations of Selected Participants:

- A. Arrive on-time and stay to the end of each session.
  - SESSION I: **Thursday, February 11, 2021 – 12:00pm – 5:00pm & Friday, February 12, 2021 – 8:30am – 12:30pm**
  - SESSION II: **Thursday, April 29, 2021 – 12:00pm – 5:00pm & Friday, April 30, 2021 – 8:30am – 12:30pm**
- B. Contribute to group discussions and exercises
- C. Each participant will submit a 2-3 page mini-grant draft prepared during Session I
- D. Each participant will submit 4-6-page draft mini-grant two weeks after Session II

Timeline:

- October 23, 2020 (Friday) – FINAL Applications Due
- November 30, 2020 – CGWA Awardees Notified
- January 22, 2021, 1pm - 3pm – CGWA Kick-off Teleconference
- February 11 & 12, 2021 – Grant Writing Academy (Session I)
- April 29 & 30, 2021 – Grant Writing Academy (Session II)
- June 30, 2021 – End Date

## CERP GRANT WRITING ACADEMY APPLICATION (CGWA)

Applicants should submit the following materials in one pdf file to Dr. Alison Berg via email at [alisonberg@uga.edu](mailto:alisonberg@uga.edu) **no later than 11:59pm on Friday, October 23, 2020**. Applications should include:

### ORGANIZATIONAL INFORMATION:

- A. Organization's Name
- B. Organization's Address
- C. Name of person submitting the grant application, include title, length of time with organization
- D. Organization's yearly annual income 2017 \_\_\_\_ 2018 \_\_\_\_ 2019 \_\_\_\_
- E. Employer's Identification Number
- F. Organization's mission (limit two hundred words or less)
- G. Target Audience – How many persons served each year

### CGWA PARTICIPATING EMPLOYEES' INFORMATION:

- A. Names of Employee's name, title, length of time with organization
- B. Previous grant writing experience \_\_\_\_ Federal \_\_\_\_ State \_\_\_\_ Foundation \_\_\_\_ Research \_\_\_\_ None

### RESEARCH AND/OR GRANT WRITING INTEREST(S):

- A. Research question around a health-related issue, a potential resolution, a discovery, etc.  
**AND/OR**
- B. Other health-related funding Interest(s)

**STATEMENT:** Please state why attending this grant-writing academy will benefit your organization.

### ATTACHMENTS:

- A. Legal verification of type of organization (Attachment A)
- B. CPA letter of solvency (Attachment B)  
"CPA letter of solvency – If you are unable to provide this information by the time of your application submission, please provide a letter from your organization CEO/Executive Director indicating why you cannot obtain this letter and your ability to cover expenses for at least one year."
- C. List of previous grants for which they have applied (Attachment C)

### Funding Limits, Budgeting, and Participation Requirements

The amount of the stipend paid to the CBO or agency will be paid based on the following:

- A. Completion of a CGWA baseline assessment to gauge existing skills, knowledge and capacities.
- B. Participation of both CGWA participants from the CBO on the CGWA Kick-Off teleconference call. More specifically, at least one person on the call should have the authority to bind the organization to the key deliverables.  
CGWA participant is on-time, participates in class activities, and attends both sessions of the CGWA program. There will be a monetary deduction to the stipend (i.e. pro ration) if a participant cannot attend part or all a session.
- C. Submission of a 2-3-page mini grant draft after Session I from each CBO and a completed 4-6-page draft of the same mini-grant submitted within two weeks after the final session from each CBO.
- D. A stipend payment to the CBO or agency will be paid 30-45 days after completion of CGWA Sessions I-II.
- E. Two payments of \$2,500 will be paid to the CBO after the receipt of the deliverables at the end of each session.

**For all application and scientific questions, please contact:** Dr. Tandeca King Gordon at 404-752-1547 or [tgordon@msm.edu](mailto:tgordon@msm.edu).