



Georgia CTSA Request for Community Grant Writing Academy Applicants

Due March 19, 2018

AMENDMENT

Georgia CTSA's Community Engagement (CE) program is soliciting proposals to support community based organization's seeking to gain capacities in the development of grant proposals to fund research or other health initiatives designed 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 grant. At the completion of 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.

Funding – Eight CGWA awards of up to \$5,000 to each awardee. Additional stipend consideration will be granted to participants who will live outside of Metropolitan Atlanta (statewide).

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, or a limited liability company (LLC), etc.
- 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

Expectations of Selected Participants:

- A. Arrive on-time and stay to the end of each session.
 - SESSION I: Monday, April 23, 2018 -12:00pm -5:00pm & Tuesday, April 24, 2018- 9:00am -1:00pm
 - SESSION II: Monday, May 21, 2018 -12:00pm -5:00pm & Tuesday, May 22, 2018- 8:00am -1:00pm
- B. Contribute to group discussions and exercises
- C. Each participant will submit a 2-3 page mini-grant draft acquired in Session I
- D. Each participant will submit 4-6-page draft mini-grant two weeks after Session II

Timeline

- March 19, 2018 – Applications Due
- April 2, 2018 – CGWA Awardees Notified
- April 10, 2018, 1pm - 3pm -CGWA Kick-off Teleconference
- April -May 2018- CGWA Sessions I-II (see dates above)
- June 30, 2018 – End Date

CERP GRANT WRITING ACADEMY APPLICATION (CGWA)

Applicants should submit the following materials in one pdf file to Dr. Winnifred Thompson via email at wthomp3@emory.edu **no later than 5:00 pm on Friday, March 19, 2018**. 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 2014 _____ 2015 _____ 2016 _____
- 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 OR GRANT WRITING INTEREST(S):

- A. PA research question that identifies a health- related issue, a potential resolution, a discovery, etc.
- B. Other 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)
- C. List of previous grants for which they have applied (Attachment C)

Funding Limits and Budgeting Requirements

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

- A. Participation of both CGWA participants from the CBO on the conference call. More specifically, at least one person on the call should have the authority to bind the organization to the key deliverables
- B. 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 CB.
- 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. Katherine Erwin at 404-756-5278 or kerwin@msm.edu.