

Pima Prevention Partnership's bid to conduct grant writing workshops in CY2012 under contract with the Arizona Developmental Disabilities Planning Council is \$27,930 for three 13-hour workshops. Additional 13-hour workshops will be available at \$4,940 each, all inclusive. While the PPP workshops conducted last year received high marks from participants, this new bid considers and responds to the following identified challenges:

1. The workshops conducted last year contained a lot of information over a short period of time with insufficient time to practice newly learned skills.
2. While participants in last year's workshops had varying levels of experience, confidence, and competence, the groups tended toward moderately skilled to unskilled.
3. Participants with disabilities expressed concern that the workshops did not completely meet their needs for accessibility.

PPP proposes to conduct three 13-hour workshops; each delivered over a two day period with the morning devoted to curriculum-based instruction and the afternoon devoted to individual and small group support for practical application of new skills. This schedule will allow participants with higher levels of skill and confidence to attend seven hours of workshop (3.5 hours per day for two consecutive days). Less skilled and/or less confident participants will receive up to six hours of additional related support. See proposed schedule on pages three and four.

PPP estimates 10-15 participants per training workshop.

PPP proposes to conduct each workshop in a computer lab (sites to be determined). This setting will allow learners to practice the grant writing skills taught immediately following each lesson and to save their work to a memory device that they can take with them for future use. This computer lab setting will also support the use of learner specific accessibility devices to improve the learning experience for all participants. The Northern Arizona University (NAU), Arizona Technology Access Program has agreed to help locate adequate facilities for each training site.

The Instructional Materials Development time will be focused on developing practice-ready computer-based templates for each grant writing skill component. This time will also be used to work with Randy Collins and Mellowdee Brooks at the NAU Arizona Technology Access Program in Phoenix to identify and utilize devices pertinent to workshop participants. Ken Walker has schedule to meet with Mellowdee Brooks on Monday, February 6, 2012.

DRAFT WORKSHOP SCHEDULE

	Time (minutes)
DAY ONE (3 hours 30 minutes of instruction plus 3 hours of individual/small group support)	
Orientation to Day	25
Read an RFA 1. Give out an RFA (pre-workshop or during workshop?) 2. Have learners fill out Readiness Assessment form for RFA 3. Have learners fill out one page fact sheet on RFA 4. Use this RFA to develop a project	55
BREAK	10
IDEA generation 1. Small group discussion about how organizations could use the funds to deepen or expand their impact 2. End with responses to the following? a. What would you do? b. With Whom ? And how many? c. Who will be your partners? d. Where would you do it? e. How would you do it? f. Why would you do it this way? g. When would it happen? h. So what? What would be the benefit? How will I know there was a benefit?	50
BREAK	5
Getting clearer 1. Training and practice with putting a program idea into a Logic Model and SMART objectives	60
HOMEWORK 1. Provide learners with the executive summary template and have them think through what information they will put into it. 2. Provide learners with a basic budget handout and ask them to think about how much their project might cost.	5
Lunch Break – On your own	0
Individual and Small Group Support	180
Total Day 1 Hours	6.5 hours

DRAFT WORKSHOP SCHEDULE - continued

	Time (min)
DAY TWO (3 hours 45 minutes of instruction plus 3 hours of individual/small group support)	
Review Day One and Orient to Day Two	15
Write an abstract	
1. Give learners template for writing a two-page executive summary and have them fill it in. <ul style="list-style-type: none"> a. Overview of the program b. Need for the program, including selected target population and geographic boundaries c. Strategies and Approaches d. Goals and Outcome Objectives e. Implementation Plan f. Organizational Capacity g. Evaluation 	
2. Share the abstracts and review key points	60
BREAK	5
Develop a budget – How much will it cost	
Simple budget template	
1. Demonstrate how to use budget template	
2. Learners practice	90
BREAK	5
Implementation Plan	
1. Simple implementation format – work with learners to put their plan into a schedule.	30
Evaluation	
1. How might you count it? Process and Outcome evaluation	20
Individual and Small Group Support	180
Total Day 2 Hours	6.75 Hours

ADDPC Grant Writing Workshops

2012

Pima Prevention Partnership

<i>Budget Categories and Expense Line Item Budget</i>			Program Budget Total
Personnel			
<i>Salary & Wages</i>			
<u>Staff Position</u>	<u>Name</u>	<u>FTE</u>	
Director	Carpenter, Carol	0.050	1,929
Director	Walker, Ken	0.200	6,098
Program Manager	Aguilera, Barbara	0.150	1,900
	Salary & Wages Sub-Total	0.400	9,927
<i>Fringe Benefits & Employee Related Expenses (ERE)</i>			
AD&D			2
Dental			56
Health			589
Life			24
LTD			81
SEP			993
Vision			-
FICA			615
Medicare			144
SUTA			157
Workers Comp.			21
	Fringe & ERE Sub-Total		2,682
Personnel Total			\$ 12,609
<i>Travel</i>			
In-State - Veh Rent, Gas, Oil, Lodging/Meals, Per Diem, Other			3,549
Travel Total			\$ 3,549
<i>Supplies</i>			
Office/Office Equipment/Computer Supplies			118
Program Activity Supplies			1,125
Books/Subscriptions			59
Supplies Total			\$ 1,302
<i>Contractual Program Services</i>			
			-
Contractual Services Total			\$ -
<i>Other Program and Operating Costs</i>			
Property Services			1,012
Computer Technical Consultant			74
Copier/Equipment/Phone Maintenance and Lease			65
Communications (Cell/DSL/FedEx/Internet/Local/Postage/Telephone)			359
Insurance			30
Other Total			\$ 1,540
Total Direct Costs			\$ 19,000
Administrative Services Indirect			
Costs calculated at: 47.00% Federally Negotiated Rate			
Total Indirect/Administrative Services Costs			\$ 8,930
Total Program Costs			\$ 27,930

Request for Quote

Preparing for Successful Grant Writing Workshops for Arizona Developmental Disabilities Planning Council

Submitted by Pima Prevention Partnership
3130 E. Broadway Blvd., Tucson, AZ 85716
Phone: 520-791-2711, Extension 1308
Contact: Ken Walker, Director, Program Development Services

January 30, 2012

Task	Product/Result	Fee Per Hour	Anticipated Number of Hours	Total Anticipated Cost
Communication with ADDPC	ADDPC staff has been provided adequate time to review and give final approval to: a) content of materials, handouts, and PowerPoint presentation; and b) the workshop curriculum and teaching strategies.	\$95	12	\$1,140
Instructional Materials Development	Evidence of ADDPC-approved: 1. Instructional material adaptation for computer-based instruction format using Microsoft Office products such as MS Word and MS Excel as well as incorporation of assistive devices for differently-abled participants. 2. ADDPC-specific MS Power Point Presentation	\$95	100	\$9,500
Graphic Design and Collation	Evidence of an ADDPC-approved take-home binder for each workshop participant that is disseminated in both a written and electronic format for 30-45 participants. Rate includes cost of binders and inserts.	\$95	25	\$2,375
Workshop Facilitation	Conduct of three 13-hour grant writing training workshops conducted in computer lab facilities at three locations around the state, including seven hours of facilitated material per workshop and six hours of individualized supports per workshop. Rate includes two facilitators, set-up and take-down at each site, and travel to and from each site.	\$95	157	\$14,915
Totals:			294 hours	\$27,930
Additional Workshop Facilitation	Per workshop fee for conduct of each additional 13-hour workshop, all-inclusive.	\$95	52	\$4,940