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GRANT APPLICATION NOTES

Mandatory Requirements for Applicants: What Needs To Be Done First

All applicants need to follow requirements below in order to be eligible to be considered for a grant with NJCDD. We are unable to make any exceptions, modifications, or qualifications. The inability to comply will result in disqualification of your proposal.

1. Please submit your proposal on time.
2. The proposal needs to be submitted in hard copy and mailed to the correct address.
3. Be sure to sign and submit the original proposal with three (3) copies.
4. A Budget Narrative page is required detailing, by line item, how money will be spent.
5. The proposal needs to be prepared in the format outlined in the NJCDD Grant Proposal Form (FY2018 Grant Proposal Form) describing the following: Organizational Qualifications, Targeted Population, Project Abstract & Narrative, Sustainability Plan, Goals, Time Lines, and Projected Outcomes.
6. You need to complete and include the "Title Page" form included and by signing this you will be agreeing to the following:
 - You agree to the Council's captioning, logo and copyright policies
 - You have included descriptions and plans to address Systems Change, Meaningful Participation, Disparate Impact, and Generic Social Change.
 - You agree that staff, once assigned, will not be transferred to other projects without the prior consent of the Council.
 - You agree to willingly work with other Council grantees in specific Objective Statements or as seen appropriate by the Council.

WHAT IS NEEDED TO PREPARE A SUCCESSFUL PROPOSAL

The following are suggestions to make it easier for our reviewers to concentrate on your ideas and understand your proposed project.

- Be as innovative and creative as possible in developing project activities.
- Grants awarded under this RFP are always subject to availability of federal funds. NJCDD awards a grant generally for a one-year period unless it is otherwise noted in a particular Objective Statement. A detailed work plan is required detailing work to be done within the one-year period. Please also include a narrative description of your plans should you receive approval for continued funding. There is the ability to be funded for an additional two years for your project.
- NJCDD asks that you make your proposal clear, concise, and readable; keeping in mind a proposal too wordy or full of jargon could hurt your review score.
- Proposal must be typewritten.
- Consecutively number each page of the proposal to make it easier to refer back to.