



GRANT RESOURCE GUIDE

U.S. SENATOR CLAIRE MCCASKILL
www.mccaskill.senate.gov

DEAR FRIENDS:

Missouri has always been a leader in providing essential programs and services to its citizens. I am dedicated to ensuring that we have the resources necessary to continue to meet this standard.



Many Missourians have asked me how businesses, non-profits, and communities can obtain funds to assist them in accomplishing their goals. Federal grants provide an excellent opportunity to secure funding for various projects, services, and programs. Federal grants are financial assistance awards available to many state, local, community, and non-profit organizations.

Those wishing to take advantage of federal grants will need to participate in the research and application process. I realize that this can be a difficult and often overwhelming process. My office has created the following guide as a way to help Missourians find and access the resources available.

This manual offers a comprehensive view into the federal grant process. It offers a step-by-step guide intended to simplify the process of researching and applying for federal grants. In addition to this guide, I recommend that you take advantage of many online resources, all of which can be found by visiting www.mccaskill.senate.gov/services/grants.cfm. Here you will find a central source for information on grants, including key federal funding sources.

I hope this guide is helpful. If you have any questions or encounter any problems with the information provided here, please do not hesitate to contact one of my offices. My staff would be happy to assist you and, to the extent possible, point you in the right direction to find the answers you need.

Best

Claire



How Our Office Can Help

Grants are an excellent way to obtain the funds needed to realize the missions of many state, local, community, and nonprofit organizations. Our office can help you by:

- Providing links to grant information and resources on our website: www.mccaskill.senate.gov. Select the tab Help for Missourians, then select the tab Grants and Federal Domestic Assistance.
- Writing a letter of support for your federal grant application. Once your federal grant application is complete, contact any of our offices for more information about obtaining a letter of support.
- Contacting the appropriate federal agency to determine if a particular grant is currently funded or soon to be funded.
- Contacting the appropriate federal agency to determine if the grant has been awarded.

5 Steps to Grant Search Success!

Although the grant research and application process can seem overwhelming at first, following these steps will help you navigate through the grant process:

1. Confirm your organization is eligible for a grant

There are many entities that are eligible to apply for government grants. To determine eligibility and to apply for a registration number, visit www.grants.gov.

2. Clearly identify your project objective

It is helpful to begin by identifying your project objective. Clearly-defined project objectives are critical to identifying the scope and parameters of your research.

3. Investigate government funding options

Federal, state, and local governments have a large number of resources available over a broad spectrum of areas. Federal grants are usually awarded through a competitive process based on a variety of factors including need, research or demonstration and the service provided.

4. Search Private Funding Sources

As a second option for grant funding you can look for private funding sources. These can either be private foundations, community foundations or public grant making charities.

Note: There is currently no free searchable database of all private funders online. Foundation grant information can be accessed through multiple sources online or at your local library.

5. Consider Corporate Support

As a third source of grant funding, consider contacting corporations. Corporate foundations often have private foundations (file status: 990-PF) or corporate giving programs (part of corporate structure).

Resources for corporate support can be found through multiple sources online.

Online Resources for Government Funding:

1. www.cfda.gov The Catalog of Federal Domestic Assistance gives you access to a database of all Federal grant programs available. It is recommended that you begin searching the database by using the keyword or program number. These searches will give you a thorough sense of grant options available.

Tips: Use broad search terms to maximize results. You cannot apply for grant assistance through this website.

2. www.grants.gov Grants.gov is another source to **find** and **apply** for federal government grants.

Tip: Register on this site to be eligible to apply for grants online. It can take three weeks after you register to receive your password and username.

3. <http://www.mo.gov/mo/pdf/MoCSAP.pdf> **Missouri Catalog of State Assistance Programs** links you to state funding opportunities. It contains summaries of Missouri state grant programs and federal programs administered by Missouri state agencies.

4. www.recovery.gov This is the website for the **American Recovery and Reinvestment Act of 2009 (ARRA)**. The site includes information about federal grant opportunities, awards and contracts as well as formula grant allocations resulting from the ARRA.

Sample Grant Research Project

There is no question that the grant process, particularly the research, can be overwhelming. In order to help, a sample grant research project has been included below. It clearly and simply lists the steps taken to identify which grants would be the best grant for you.

Scenario: [Project objective] You are a not-for-profit organization seeking federal funding to establish an after-school program designed to prevent youth from participating in drugs, gangs, and violence by providing fun, educational alternatives such as sports, music, art, and cooking classes.

1. Go to CFDA website.

- Take a look at the Catalog of Federal Domestic Assistance Homepage: www.cfda.gov

The screenshot shows the CFDA website homepage. The main content area includes a pie chart titled 'CFDA Statistics: Programs at a Glance' and a search section titled 'Find Programs'.

CFDA Statistics: Programs at a Glance
CFDA currently tracks over \$10 million federal dollars obligated to domestic assistance programs. The following chart displays projected and actual Recovery and non-Recovery federal dollars obligated.

Department	Count
Department of Health and Human Services	378
Department of Agriculture	225
Department of the Interior	205
Department of Education	168
Department of Justice	126

Last updated October 6, 2009.

Find Programs
Search now! You do not need an account to search the catalog and view Federal assistance programs.

Keyword or Program Number:

Select Assistance Type:

SEARCH

Advanced Search Form
Find Programs by Number
Find Programs by Agency
Download CFDA 2009 Print Edition

RECOVERY
SEARCH RECOVERY PROGRAMS

CFDA User Guide

2. Perform a Search.

- There are a number of options under which you can search, including: Keyword, Program Number, or by Agency.
- Browsing by Agency is a good first step towards refining your search to applicable programs. If you choose not to first narrow your search by agency, a keyword search may yield considerable results that are outside your intended range.

Tip: If you are unsure which agency to choose, you may simply browse a list of participating granting agencies in order to determine which agency would be most appropriate.

- In this specific example, a search was performed for “Drug Abuse Prevention” programs offered by the agency Department of Education. Be sure to check under any related categories using relevant keywords.
- Scroll through the results to find which grant programs best suit your needs and click on the program name / number to find out more information.

The screenshot shows a web browser window displaying the 'Catalog of Federal Domestic Assistance' website. The search results are for the keyword 'Education'. The results table is as follows:

Name	Programs
Barry Goldwater Scholarship And Excellence In Education Foundation	1
Department of Education	168
Department of Education / Institute of Education Sciences	2
Department of Education / Office Of Bilingual Education And Minority Languages Affairs	9
Department of Education / Office Of Educational Research And Improvement	6

Department of Education - CFDA: Agencies - Windows Internet Explorer

https://www.cfda.gov/index?agencycode=form&tab=program&id=c501e7fcea3b41e670f21a02a5c4f5db

Department of Education

Home Programs Agencies Regional Agency Offices General Info Privacy

Department of Education

RETURN TO AGENCIES RETURN TO LIST AGENCIES

Programs Profile Offices Regional Agency Offices

Programs Advanced Search

Keywords: Drug Abuse Prevention More Search Fields Search Clear

Save Checkmarked Items to Favorites Items 1-18 of 18 Show more search fields. Additional fields will appear below.

<input type="checkbox"/>	#	Program Title	Agency/Office	Types of Assistance
<input type="checkbox"/>	84.041	Impact Aid	Department of Education Office Of Elementary And Secondary Education	A - FORMULA GRANTS, B - Project Grants (Discretionary)
<input type="checkbox"/>	84.060	Indian Education_Grants to Local Educational Agencies	Department of Education Office Of Elementary And Secondary Education	A - FORMULA GRANTS
<input type="checkbox"/>	84.184	Safe and Drug-Free Schools and Communities_National Programs	Department of Education Office Of Elementary And Secondary Education	B - PROJECT GRANTS
<input type="checkbox"/>	84.188	Safe and Drug-Free Schools and Communities_State Grants	Department of Education Office Of Elementary And Secondary Education	A - FORMULA GRANTS

https://www.cfda.gov/index?agencycode=form&tab=program&id=c501e7fcea3b41e670f21a02a5c4f5db#

3. Evaluate Search Results.

- Scroll through the results to find which grant programs best suit your needs and click on the program fields name / number to find out more information.

Programs - CFDA: Programs - Windows Internet Explorer

https://www.cfda.gov/index?programmode=form&tab=step1&id=46bc3de9a902d37cb120b455634d09

Programs - CFDA: Programs

Home Programs Agencies Regional Agency Offices General Info Privacy

Safe and Drug-Free Schools and Communities_National Programs

Number: 84.184
Agency: Department of Education
Office: Office Of Elementary And Secondary Education

Back Print

Program Information

Authorization (040):
Elementary and Secondary Education Act, as amended, Executive Order Title IV, Part A, Subpart 2. Sections 4121, 4122, 4129, and 4130.

Objectives (050):
To enhance the Nation's efforts to prevent the illegal use of drugs and violence among, and promote safety and discipline for, students at all educational levels; and to support mentoring programs for at-risk children.

Types of Assistance (060):
PROJECT GRANTS

CONTACT INFORMATION

Website:
<http://www.ed.gov/about/offices/list/oeah/programs.html#state>

Regional or Local Office:
None

Headquarters Office:
William Mozaleski Office of Safe and Drug-Free Schools, Department of Education, 400 Maryland Avenue, SW, Washington, District of Columbia 20303 Email: William.Mozaleski@ed.gov Phone: (202) 245-7831

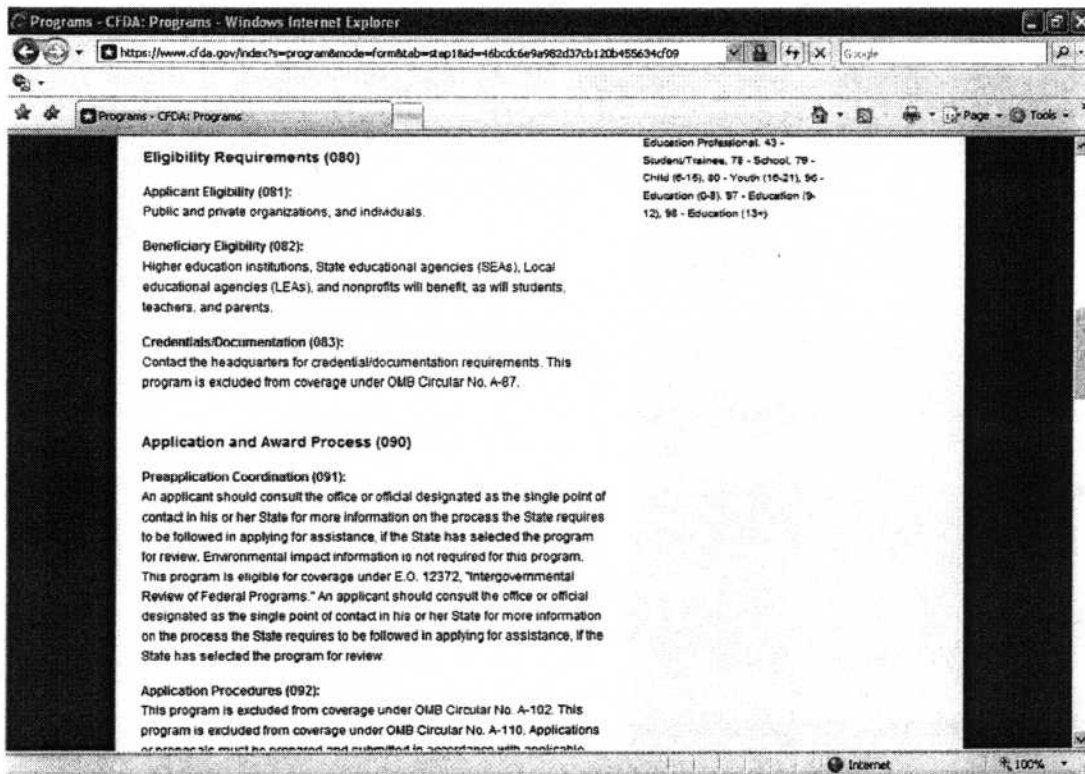
GENERAL INFORMATION

Assistance Types:
B - PROJECT GRANTS

Applicant Eligibility:
14-State (includes District of Columbia, public institutions of

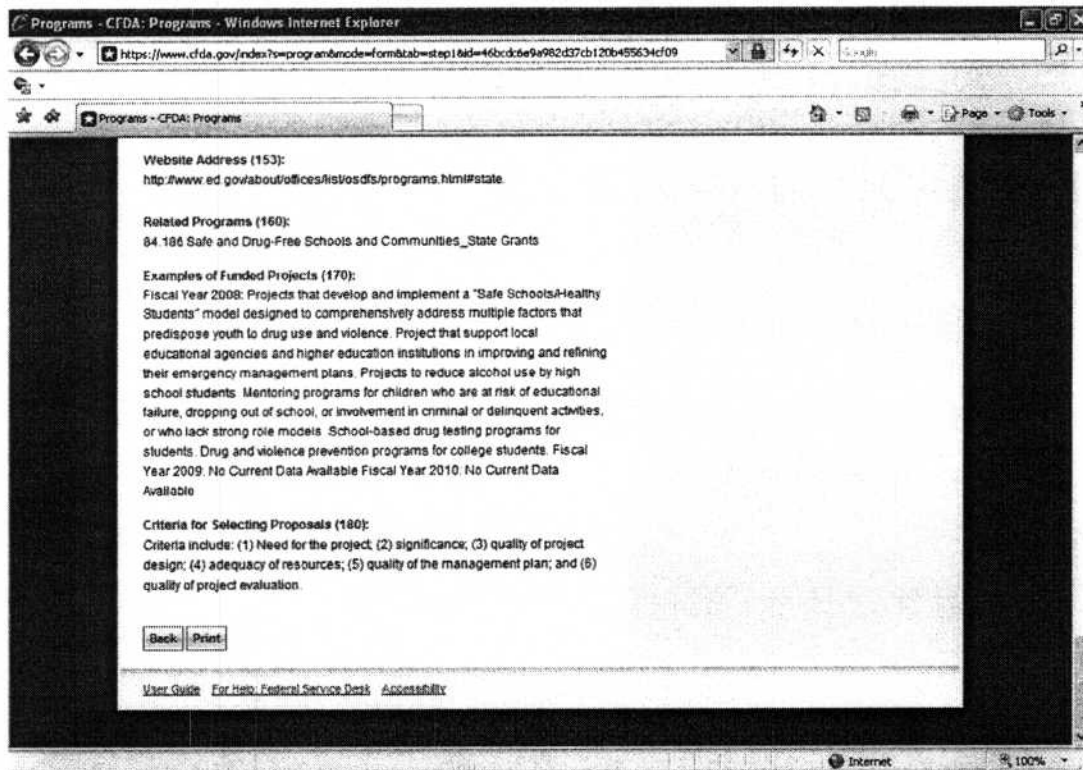
4. Evaluate Grant Requirements.

- Once you are on the grant program description page, look over the objectives, uses, restrictions, and eligibility to determine if the program is applicable and suited to your organization's purpose.
- If you have specific questions, contact the appropriate agency or contact our office for assistance.



5. Check Currently Funded Programs.

- Once you have the grant description page pulled up, scroll to the "Examples of Funded Projects" section to review funded programs to compare them to yours. This will give you some idea about whether or not your program may qualify for funding.



6. Keep Track of Relevant Grant Programs.

- As you find relevant programs, note them for ease of returning to them for more information.

7. Apply.

- Please review the guidelines to ensure you are prepared to meet the specific grant requirements.
- Never wait until the last minute.
- Understand systems may go down. Save applications on an external hard drive or CD.
- Keep hard copies of everything for your personal records.

8. Contact Our Office.

- In many cases our office will be able to write a letter of support for your grant application.
- Contact one of our Missouri offices for assistance.

Grant Checklist for Constituents

1. **Prior to beginning grant research...**
 - Confirm your organization is eligible for a grant
 - Clearly identify your project objective
2. **When beginning grant research, go online to...**
 - Register to apply online through www.grants.gov
 - Investigate government funding options
 - Search private funding sources
 - Consider corporate support
3. **Before submitting the grant application...**
 - Verify grant application deadline
 - Proofread application
 - Verify grant application requirements are satisfied
4. **Once grant application is submitted...**
 - Keep a hard copy for your records
 - Request letters of support for your grant application

Office Locations

Cape Girardeau

555 Independence, Room 1600
Cape Girardeau, Missouri 63703
Tel: 573-651-0964
Fax: 573-334-4278

Columbia

915 East Ash Street
Columbia, Mo 65201
Tel: 573-442-7130
Fax: 573-442-7140

Kansas City

4141 Pennsylvania, Suite 101
Kansas City, MO 64111
Tel: 816-421-1639
Fax: 816-421-2562

Springfield

324 Park Central West, Suite 101
Springfield, MO 65806
Tel: 417-868-8745
Fax: 417-831-1349

Saint Louis

5850 A Delmar Boulevard
St. Louis, MO 63112
Tel: 314-367-1364
Fax: 314-361-8649

Washington, D.C.

Hart Senate Office Building, Suite 717
Washington, DC 20510
Tel: 202-224-6154
Fax: 202-228-6326

www.mccaskill.senate.gov