

# Rural Health Clinic Grant Writing Workshop

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# Agenda for Today



Review grant basics



Discuss all grant requirements for this specific grant



Learn grant writing basics and insight from an experienced grant writer



Understand grant budgets and requirements

# Grant Highlights

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Submit through [www.grants.gov](http://www.grants.gov) (must be pre-registered)

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\$50,000 per certified RHC site

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Grant is due June 23, 2021 (submit early if possible)

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No matching funds required

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Grant Period - July 1, 2021 to June 30, 2022

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Read the NOFO; Highlight the NOFO; Re-read the NOFO; Check your grant with the NOFO

# Grant Requirements

- Project Abstract - include in [www.grants.gov](http://www.grants.gov) form (only provide information requested)
- Attachment 1 - Proof of Eligibility
  - Use HRSA's Proof of Eligibility File (Excel)
    - Each RHC name, address, county, EIN, RHC CCN
- Attachment 2 - Indirect Cost Rate Agreement (Optional)

# Project Narrative - Methodology

Description of how  
you propose to  
increase vaccine  
confidence in  
community

Interest in  
increased funding -  
will you accept  
more money?

Use headers

Address every  
element

# Project Narrative - Work Plan

- Appendix A: Work Plan Template (NOFO page 18-20)
- Activity
- Description
- Timeline - Between July 1, 2021 and June 30, 2022
- Use one of HRSA's sample activities!

# Project Narrative - Organizational Information

Who will be responsible for managing the award?

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graph TD; A[Who will be responsible for managing the award?] --> B[Project Director  
• Must not be overly paid by other grants - more than 1.0 FTE]; B --> C[Information on every RHC (Attachment 1)];
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Project Director

- Must not be overly paid by other grants - more than 1.0 FTE

Information on every RHC (Attachment 1)

# Write Out Your Why and Tell Your Story



Write out your story



State your “elevator pitch” to your committee



Write your story and have someone that knows nothing about it read it and ask you questions



Re-read your story with an open clear mind when you are not being interrupted



Discussion: “What will you accomplish through this grant?”



# Write the Proposal

Write an answer to every section.

You will repeat yourself.

Make sure the budget matches the narrative.

Make sure the narrative follows the application/grant guidance.

Your narrative should follow the guidance EXACTLY!

Check over the NOFO to ensure every element is included!

# Budget

- Complete SF 424
- No funds shall be used to pay the salary in excess of \$199,300
- Include indirect costs if you have them
- Total should be \$50,000 per site

# Budget Narrative - Only use allowable categories!

- Appendix B - NOFO page 21-22
- Categories
  - Personnel
  - Fringe Benefits
  - Travel
  - Equipment (more than \$5,000) - lots of rules with this
  - Supplies (less than \$5,000 per unit)
  - Contractual
  - Other
  - Indirect Charges
- Description of how you will use funding from July 1, 2021 to June 30, 2022
  - You can request reimbursement of allowable costs incurred retroactive to March 15, 2021.

# Budget Narrative - more info

If you received CARES Act, PPP, or other relief funds, briefly explain how the work you will do with the RHCVC Program funding will supplement and align with (but not duplicate) those funded activities.

Complete SF 424 Budget Forms Completely

# Finalizing Your Proposal

- Review your grant against the grant guidance/instructions.
- Know how you are going to submit and ensure you have all usernames and passwords.
- Have someone within your organization proofread.
- Have someone who knows nothing about your project or organization proofread the grant.
- Proofread again and make sure every item is addressed and every file or attachment is properly named.

Good luck! This is an exciting time for RHCs!

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