

Grant Application Preparation

- 1) Identification of Gaps In Services
- 2) Mobilization of Stakeholders
- 3) Letters of Support
- 4) Project Timeline
- 5) Performance Measures

Identification of Gaps In Services

- First, identify grantor target goals
 - Determine appropriate grant solicitation/funding source
 - Research strategic plans of grantors
 - Access resources to identify previous successful applications and projects (grants.gov)
- Second, identify your evidence based needs

Examples of need:

- Improved Technology (e-filing, media notification, MIS development/linkage)
- Mediation Programs to resolve dispute w/out trial
- Public Defenders to represent indigent population
- Specialized Courts (diversion, complex issues)
- Additional Judges or Administrative staff
- Training needs (IT, Cultural Competence)

Identification of Gaps In Services

- Use specifics to explain the damage done by court budget cuts (example: court efficiency)
 - Delays raise incarceration costs, wasting taxpayer money
 - Effective and efficient courts save taxpayers money
 - Backlogs hurt small business owners, stifling job creation
 - Cuts in courthouse security could put people in harm's way
- Utilize evidence/program data to market program effectiveness as well as need
 - qualitative and quantitative descriptors are necessary
- Effective communication of statement of problem

Identification of Gaps In Services: Statement of Need

- Hallmarks of an effective statement:
 - Defines the population of focus
 - Describes the problem to be addressed
 - Problem relates to organizational goals of grantee and grantor
 - Support documentation is qualitative and quantitative
 - Statements supported by data (no assumptions)
 - Need stated in both factual and human interest perspectives

Mobilization of Stakeholders

- **Organizational infrastructure should be in place** (standing committees, MOU, data collection, exchange, analysis, and communication)
- **Engage stakeholders early to facilitate fast application** (2 month window for application in many cases)
- **Project future service needs**
- **ID Local, State, and Federal resources necessary to address service gaps**
- **Recruit professional grant writer**

Letters of Support

- Should reflect key members of project partnership
- Letter of support versus letter of commitment
- Types of partners:
 - Local government (Mayor's office, District Attorney, Defender, Department of Health)
 - State Government (Legislature, Governor)
 - State Judiciary (Chief Justice, State Court Administrator)
 - Universities or research organizations
 - Private Enterprise
- Letters Should Include:
 - Project Summary (including supporting organization's role)
 - Funding amount purposed for supporting organization
 - Qualifications of supporting organization
 - Partnership history (organizational goal parity)

Project Timeline

- Program Goals (non-measurable):
Fair and timely Justice!
 - Focus on public safety
 - Efficiency/innovation
 - Cost effectiveness (communicate confidence in taxpayer investment)
 - Responsibility to the community (crime reduction/harm reduction)
- Program Objectives:
 - Clear and realistic
 - Quantifiable with measurable outcomes
 - Address community and government need
 - Attainable based on program design

Project Timeline

Objective	Activity/Timeframe	Person Responsible
Enrollment target of 550 Treatment Court participants.	Secure funding for 2 additional CM positions. Increase overall enrollment by 100 participants, as of December 31, 2014, by assessing and admitting 25 participants each month.	Coordinator/First Judicial District Treatment Court Clinical Evaluation Unit Treatment Court Legal Team
Month	Activity or Milestone	Responsible Staff
Month 1	<ul style="list-style-type: none"> •PTC Operations Committee to monitor project operations and begin meeting monthly •Begin interviewing/hiring specialized case management staff •Operations Committee meets with Pretrial, District Attorney Charging, and PTC Oversight Committee to determine eligibility •Conduct Co-Occurring training workshop with all staff •Ongoing monthly PTC Oversight Committee meeting 	<ul style="list-style-type: none"> • Coordinator / Operations Committee • PHMC Director /Supervisor • PTC Oversight Committee • PTC Treatment Team • PTC Oversight Comm.

Performance Measures

- Measures based on quantifiable objectives
 - Are we doing what we said we were going to do?
- Include measures, a data collection plan, and target outcomes in application
- Coordinate inter-agency MIS for maximum efficiency (% of grant to go to data collection)
- Ensure infrastructure for collection in place prior to project start
 - Identify the who, what, when
- Technical Assistance from grantor available

Final Points

- 1) Coordinate strategy between grant partners (stakeholder needs must be communicated and included in project)
- 2) One point person (project manager), one applicant organization, and committee of partners
- 3) Sustainability planning begins DAY ONE!!!
- 4) Communicate project progress through established media connections
- 5) Common Court of Public Opinion complaints (inefficiency, not enough judges/ support staff, outdated technology, public who cannot afford attorney)
- 6) Courts exist to deliver justice, and funding cuts threaten the rights of everyday Americans
- 7) Legislature hurdles (problems with no natural constituency for courts, budget pressures, lack of lawyer/legislators) alleviated through grant funding
- 8) Contact grant management reps for grantor with any and all questions
- 9) Know your funding sources and check regularly (grants on cyclical timeline)

Department Of Justice Grant Agencies

- Bureau of Justice Assistance (BJA)
- Bureau of Justice Statistics (BJS)
- National Criminal Justice Reference Service (NCJRS)
- National Institute of Justice (NIJ)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)
- Office for Victims of Crime (OVC)

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