

**California Air Resources Board  
Community Air Grants Workshop Series**

**How to Prepare a Grant Proposal**

**October 1, 2024**

**Public Workshop Meeting Summary**

**Workshop Summary**

On October 1, 2024, the California Air Resources Board (CARB) held a workshop on how to prepare a grant proposal, which included discussions on the importance of starting early, planning well, and following formatting guidelines in the grant proposal process. The Workshop Facilitator started by welcoming participants and providing an overview of the workshop agenda. CARB staff provided an overview of helpful tips for understanding and following the grant application process, eligibility criteria, and project types included in a request for applications document, and used the Community Air Grants (CAG) Cycle 5 Request for Applications document as an example. The workshop was attended by individuals with varying levels of grant writing experience, including some with extensive experience.

**Effective Grant Proposal Planning and Writing**

CARB staff welcomed participants to the community air grant workshop aimed at supporting good project proposals. CARB staff also shared information to help participants prepare grant proposals. Staff emphasized the importance of starting early and planning well in advance of the grant application deadline. Staff recommended reading through the request for applications document and understanding the information provided, including program goals, project priorities, application parameters, and the scoring criteria. CARB staff also suggested assessing the resources available to assist in developing the proposal and reaching out to collaborators and partners early. Staff provided tips for developing a grant proposal, including providing clear roles and responsibilities for project team members, ensuring the project is realistic and feasible, and using diagrams and figures to support the proposal. CARB staff also highlighted the importance of editing the proposal multiple times, asking others to review it, and researching online for helpful grant writing resources. Staff recommended pursuing the SMARTIE goal-setting approach when writing the application and following formatting guidelines in the application's instructions. CARB staff also warned against common mistakes such as not starting early, not reading the application instructions thoroughly, not following formatting guidelines, and submitting a proposal not tailored to the application or outside the scope.

**Competitive Grant Proposals and Application Process**

The Workshop Facilitator led a discussion on developing competitive grant proposals for the CAG project types. CARB staff clarified the application process, including the need for authorized signatures and resolutions for each new proposal. CARB staff also clarified that applicants could submit multiple proposals for separate projects, but not duplicate applications. The eligibility criteria for funding was presented, with CARB staff highlighting ineligible entities. CARB staff also clarified the difference between a letter of commitment and

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a letter of support, and the maximum number of points that can be scored for letters of support.

The Workshop Facilitator and CARB staff reiterated the upcoming application deadline for the Community Air Grants, which is November 1, 2024. CARB staff also added that the feasibility of the proposals would be taken into account during the scoring process.

### Workshop Highlights

- Applicants should start preparing grant proposals early, well before the November 1<sup>st</sup> deadline.
- Applicants should carefully read the entire Request for Applications (RFA) document.
- Applicants should ensure proposals align with program goals, project priorities, and scoring criteria outlined in the RFA.
- Applicants should proofread proposals multiple times and have others review before submission.
- Applicants should submit proposals electronically to [airgrants@arb.ca.gov](mailto:airgrants@arb.ca.gov) by November 1<sup>st</sup> deadline.
- CARB team to post workshop recordings and meeting summaries after all workshops are conducted.
- Applicants with questions should contact [airgrants@arb.ca.gov](mailto:airgrants@arb.ca.gov) for assistance.