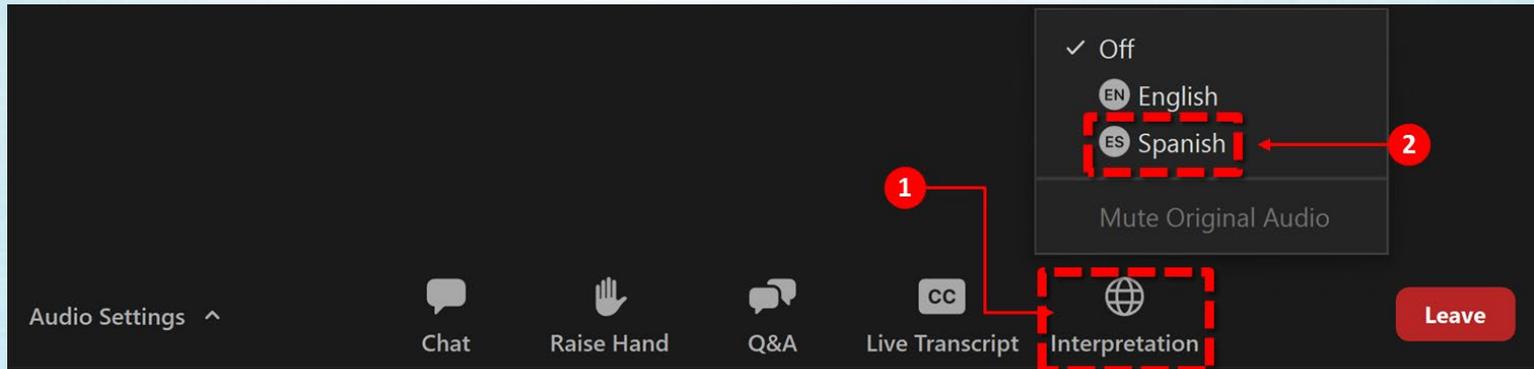




**Office of Community Air Protection (OCAP) Program
Community Air Grants Workshop
How to Prepare a Competitive Grant Proposal
October 1, 2024**

Interpretation

1. In your meeting/webinar controls, click **Interpretation**.
2. Click the language that you would like to hear.
3. To only hear the interpreted language, click **Mute Original Audio**.



Choose language for audio and slides

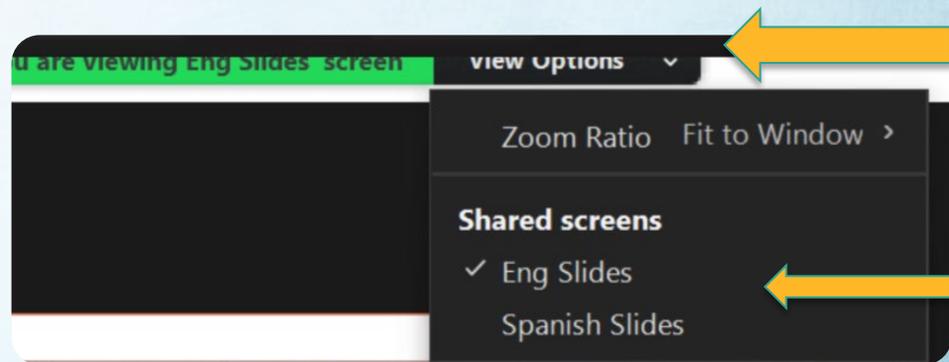
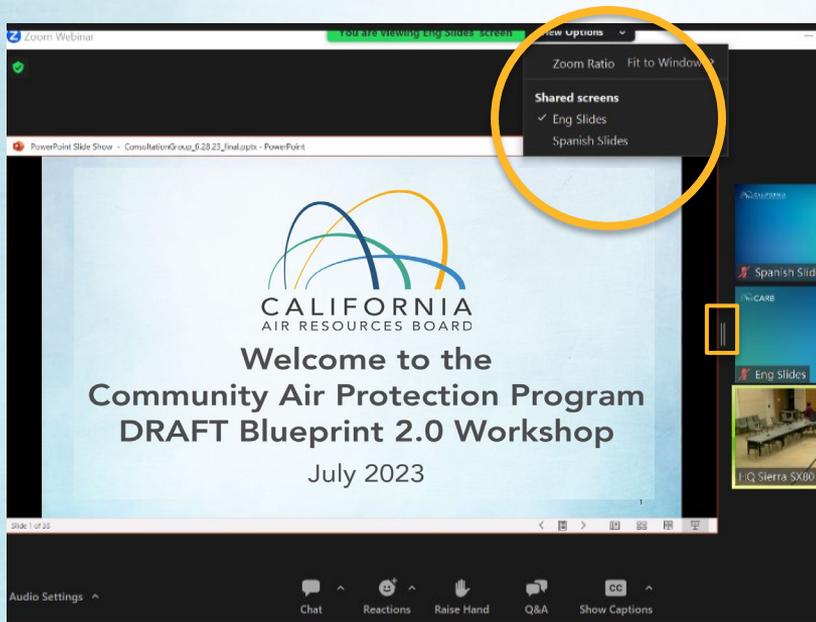
At the bottom of your screen:

The diagram illustrates the steps to enable language interpretation on three different devices:

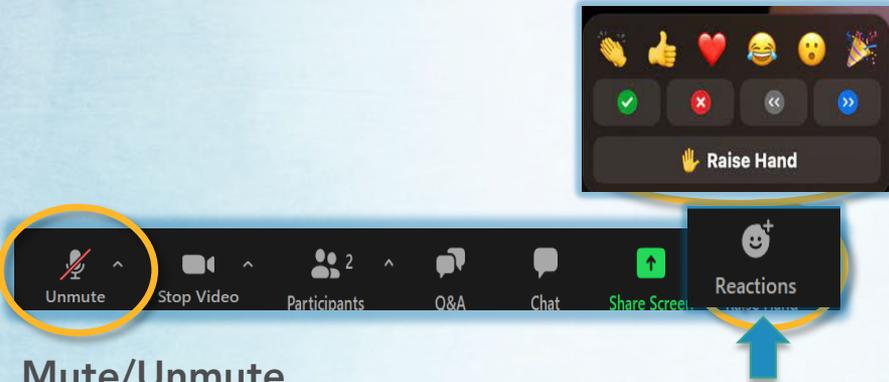
- Tableta IPAD:**
 - Step 1: Tap the 'More' icon (three dots) in the top right corner of the meeting controls.
 - Step 2: Tap 'Language Interpretation' in the expanded menu.
 - Step 3: Tap 'Done' in the top right corner of the 'Language Interpretation' settings panel.
 - Step 4: Select the desired language (English or Spanish) from the 'Original Audio' list.
- Computadora Computer:**
 - Step 1: Tap the 'Interpretation' icon (globe) in the top right corner of the meeting controls.
 - Step 2: Tap the desired language (English or Spanish) in the 'Interpretation' menu.
- Teléfono Inteligente Smart Phone:**
 - Step 1: Tap the 'More' icon (three dots) in the top right corner of the meeting controls.
 - Step 2: Tap 'Language Interpretation' in the expanded menu.
 - Step 3: Tap 'Done' in the top right corner of the 'Language Interpretation' settings panel.
 - Step 4: Select the desired language (English or Spanish) from the 'Original Audio' list.

How to toggle between Spanish and English slide presentations:

At the top of your screen:

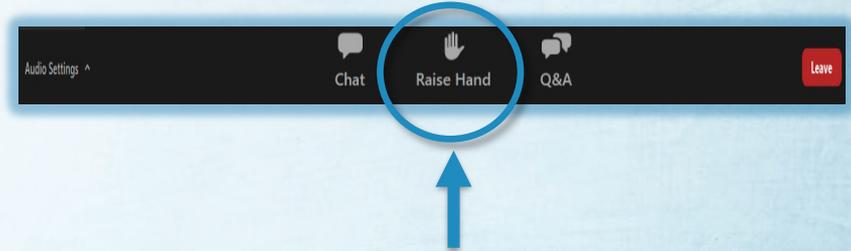


Participating Virtually



Mute/Unmute

Click on Reactions and Raise hand and we will call on you.



Click on Reactions and Raise hand and we will call on you if you would like to ask a question or speak.



On the phone: Dial #2 to raise hand and *6 to unmute to speak.

Agenda

- Welcome and Introductions
- General Tips
- Starting the Process
- Developing and Writing your Proposal
- Submitting your Application
- Considerations and Common Mistakes
- Discussion and Questions and Answers

Please Take the Zoom Poll

CAG Project Highlights

Previous grantees:

What are you most proud of having accomplished in your past grant?

For current grantees:

What are you most excited about achieving through your project?

Getting Started

- Allow plenty of time to prepare
- Read the entire application package carefully
- If you have questions, reach out to the grant program contact or refer to the application package
- Reach out to collaborators and partners



Developing a Grant Proposal Tips

- Make sure you're in compliance with conflict-of-interest requirements (for advisory body members)
- Know scoring criteria that CARB will use to guide scoring and selection of projects
- Clearly align your project within the application priorities
- Include a compelling description of community benefits from the project

Grant Application Tips

- Provide clear Project Team Roles and Responsibilities
- As a courtesy share the final submitted plan with your partners (providers of letters of support/commitment)
- Ensure that your project is realistic and feasible
- Use diagrams and figures if/where appropriate

Grant Application Tips 2

- Spell out acronyms the first time they appear
- Edit, edit, edit! Check and double check **spelling** and **grammar**
- Read and re-read your application before you submit
- Ask peers to review
- Many helpful grant writing resources online

Tips for Application Writing

Pursue the SMARTIE grant objective approach

- Ensure the project is

Specific
Measurable
Achievable
Relevant
Timeframe
Inclusive
Equitable

- For SMARTIE goal setting, refer to <https://www.managementcenter.org/resources/smartie-goals-worksheet/>

Writing Your Proposal

- Follow formatting guidelines in the application instructions
- Align your narrative with the grant's selection criteria (this makes it easier for reviewers to evaluate your proposal)
- Pay careful attention to the language that you use – be clear, concise, and specific
- Justify your funding request through clearly articulated proposed project activities, and check all budget figures for accuracy
- Keep in mind that costs must be both **reasonable** and **necessary**

Submitting Your Application

- **Proofread your proposal**
- Do **NOT** wait until the last minute to submit your application
- Make certain that **all** required documents and signatures are included in your application package

Common Mistakes

- Not starting early
- Not reading the application instructions thoroughly
- Not following formatting guidelines
- Not addressing every element included in the scoring criteria
- Submitting a proposal not tailored to the application or outside the scope

Common Mistakes

- Not obtaining required signatures on required forms
- Reaching out to partners/supporters at the last minute
- L-CERP Projects – Not submitting Letter of Commitment
- Failing to proofread your proposal
- Failing to submit the application by the deadline

Putting it All Together for Grant Development

Do's:

- Carefully follow the instructions
- Be concise
- Proofread
- Make sure your budget is accurate
- Submit all required components of the application package
- Collaborate with partners

Don'ts:

- Exceed the maximum number of pages
- Include any ineligible costs in your budget
- Submit your application late!

Questions and Answers

1. What questions or comments do you have about developing a competitive grant proposal?
2. What questions do you have about CAG project types (for example, educational, or technical, or focused projects)?

Wrap Up and Next Steps

- September 30 – Cycle 5 RFA Public Workshop 1
- October 1 – How to Prepare a Grant Proposal Workshop
- October 8 – Cycle 5 RFA Public Workshop 2
- All workshops held on Zoom from 4:00 p.m. to 5:30 p.m. and include simultaneous Spanish interpretation

**The same information will be presented at the September 30 and October 8 workshops*

Wrap Up and Next Steps

- All applications must be submitted and received via email through the Community Air Grants email at airgrants@arb.ca.gov
- The deadline for applications is no later than **11:59 p.m. on Friday, November 1, 2024**

Grant Contact

For questions or clarifications, please contact:

Leah Asay, Grant Coordinator
Office of Community Air Protection
Community Air Grant Program

E-mail: AirGrants@arb.ca.gov

(916) 282-6250

Website: www.arb.ca.gov/capp-cag

Thank you