SJS Application Best Practices

Overall Suggestions for all SJS Applications

<u>Project Abstract</u>

- Use the dedicated form to complete the project abstract. Separate or number the proposed projects.

<u>Program Narrative</u>

- Define the Statement of the Problem as it relates to the proposed project(s).
- For each proposed project, prioritize the projects separately and in order of preference. For example if you propose two projects in the application, complete the steps of the entire program narrative for the 1st project, then complete the steps of the entire program narrative for the 2nd project. Do not combine the projects in one program narrative.
- For the Project Design and Implementation include the actual steps and activities to be conducted over the project period. A timeline of activities (with costs associated with each activity) is helpful. Each specific activity should include the individuals conducting the activity, the estimated time to complete the activity, milestones, and the person(s) conducting the specific activity.
- Provide justification and an explanation on how the project improves the current situation, for example:
  - Web Site or Technology Enhancements/Upgrades – provide a description on how it improves the technology besides being new equipment (faster, easier access, better quality, who has access, what data will be impacted, etc.)
  - GIS mapping – who has access, types of data to be used in the mapping, objectives and goals of the GIS mapping
  - Research Reports – who will have access to the reports, where will it be presented, what decisions will the report impact, how does it build capacity, etc.
- The Impact Statement should provide detail on how the completed project will improve and benefit the grantee and overall on a local and national level. Also, if applicable, include if there are any potential plans for future projects to build off the current proposal.
- Deliverables and/or performance measures of the project should be specific, for example:
  - Describe the Return on Investment for the specific project
  - Technology Enhancements/Upgrades – what new reports can be generated, what data improvements,
  - Research Reports – number of reports, on-going reports or one final report

<u>Budget Detail and Budget Narrative</u>

- Include both a budget detail worksheet and budget narrative.
- Make sure the budget detail and budget narrative are consistent and have identical costs.
- For the budget detail, provide all calculations to the listed costs. For example:
  - Do not just indicate $4,000 for travel. Include the people traveling, the number of days, the airfare, rental car fee, hotel charges.

- For Personnel and Contract costs, do not provide only the salary of compensation. Include, each person, title, expected number of days that will be worked or percentage of time dedicated to the project, the hourly rate, etc. Same applies for Fringe Benefits.
- If the Contract costs for an individual exceeds the $650/day rate, then include the rationale for the rate. Include how the current market value was determined for each position through providing a competitive contract bid or an established statewide contract rate. Also provide a justification and reasoning for needing that specific individual at that rate rather than a more cost effective position/individual.

- For the budget narrative, provide a description for every category and cost of expense listed in the budget detail. Include an explanation as to the decision of the costs in relation to other alternatives. Make sure the budget narrative corresponds with the information listed in the budget detail worksheet.
- Provide an updated indirect cost rate agreement, if applicable.

Other Suggestions

- Do not wait until the last day of the deadline to submit the application. Send it earlier with a follow-up e-mail to your BJS Grant Manager indicating the application has been submitted.
- Double check all uploaded documents in the application. A required document missing from the application will be denied.