



2022 CSBG APPLICATION WORKSHOP

HELPFUL APPLICATION TIPS

Preparing the Grant Application

Points to consider when completing the Application for funding:

- Ensure budget amounts are consistent in the application.
- Provide detailed project descriptions and performance outcomes.
- Make sure the service population is clearly identified.
- Describe record-keeping and/or reporting methods.
- Ensure application is tailored to specific grant program and program year.
- Proof read your application prior to submission.
- Allow sufficient time to complete the application.
- Be aware of eligible/ineligible costs.
- All submitted materials will be used in determining the organization's eligibility for funding.



Your application is the most important part of your story. Always check your application for consistency.

Organizational and Administrative Capacity

- Clear plans and internal policies to deliver the proposed services.
- Adequate staff dedicated to the project to deliver the proposed services.
- A formalized system for tracking annual performance outcomes.

Financial Capacity

Consider what percentage of the agency's budget are contributed by grant funds in determining if projects can be sustained in the case of delayed reimbursements.

Reimbursable Grants

- Funding is provided to grant subrecipients after expenses have been incurred by the agency. Grant funds are reimbursable to the receiving agency based on actual receipts submitted for eligible projects.
- Reimbursements are processed after Cobb County has received its monthly expenditure request from the Georgia State Department of Human Services (DHS).
- Since it is difficult to project when funds may be received from DHS, the applicant must clearly depict their financial capacity to fund program costs.

Program Areas

- Clearly define the organization's program area. CSBG provides core funding to local agencies to reduce poverty, revitalize low-income communities and to empower low-income families to become self-sufficient.
- Ensure that the proposal narrative in the grant application corresponds to an eligible activity of the grant in which you are seeking funding for.

Leveraging and Collaboration

- Grant applications should identify organization's partners and leveraging resources from other sources.
- Provide detail description that the organization has secured funding from other resources to use for the proposed activity.

**Application Cycle: Friday, October 9, 2020 –
Friday, November 6, 2020 by 5:00 p.m.**

CLICK HERE TO COMPLETE THE APPLICATION:

https://cobbcounty.smapply.org/prog/2022_csbg_grant_application/



2022 CSBG APPLICATION WORKSHOP

GRANT FUNDING PROCESS

Grant Application Review Process

- An **Applications Review Committee** comprised of CDBG Program Office staff, County staff, and other impartial stakeholders in the community convene to review applications.
- Application Rating Forms and Site Visit Forms are distributed to the committee for scoring and site assessment. This process may take up to **4-6 weeks**.
- The Committee will meet to discuss results and determine funding recommendations.
- A **Public Notice** is published with a **30-day** public comment period and a **Public Review Meeting** is held to receive comments on the recommendations.
- Upon completion of the 30-day public comment period, an Agenda Item is prepared for approval by the Board of Commissioners.
- Funding approval/declination notices are sent typically sent in June prior to the commencement of the grant award period.

Estimated Timeline of CSBG Grant Funding Notification

- October – Application Cycle commences
- October – Application Workshop
- November – Application Cycle concludes
- March – Review Committee meets to discuss funding recommendations
- April – 30-day public comment period commences
- May – 30-day public comment period concludes
- June – Agenda Item prepared for approval by the Board of Commissioners
- June – Approval/declination letters mailed to Applicants



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