

# Webinar: Pilot Grant Writing Tips for community-based organizations

*This webinar is free and open to the public.*

*Individuals from community-based organizations, health care providers, and students are encouraged to attend.*

Wednesday, June 6<sup>th</sup>, 2018  
12 – 1 pm

To join via Zoom Online:

<https://uiowa.zoom.us/j/523548695>




Jenna Gibbs, Pilot Project  
Program Coordinator  
[jenna-gibbs@uiowa.edu](mailto:jenna-gibbs@uiowa.edu)



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Director  
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Does your organization have a community-based outreach or educational project idea aimed at improving the safety and health of agricultural workers? Are you considering a grant application?

Participants will learn how to formulate an outreach project idea, write specific aims, describe project significance, and develop a program plan. Specific documents like cover letters, budgets, timelines, and letters of support will be explained.



**Community Based Organizations (CBOs):** A public or private nonprofit organization that works at a local level to improve life for residents. Typically staffed by local residents.

- neighborhood revitalization
- affordable housing
- food security
- accessible transportation
- senior citizens associations
- environmental conservation
- community sustainability
- humanitarian/disaster response
- medical relief funds
- youth homes and centers
- rural development
- agricultural health and safety



# Pilot Grant Writing Tips

1. Proposal planning, applicant eligibility, mission statements
2. Section-by-section writing guidance
  - a) Specific Aims
  - b) Background and Significance
  - c) Methods and approach
  - d) References
  - e) More ....
3. Additional information

# Acknowledgements



CDC/NIOSH U54 OH007548



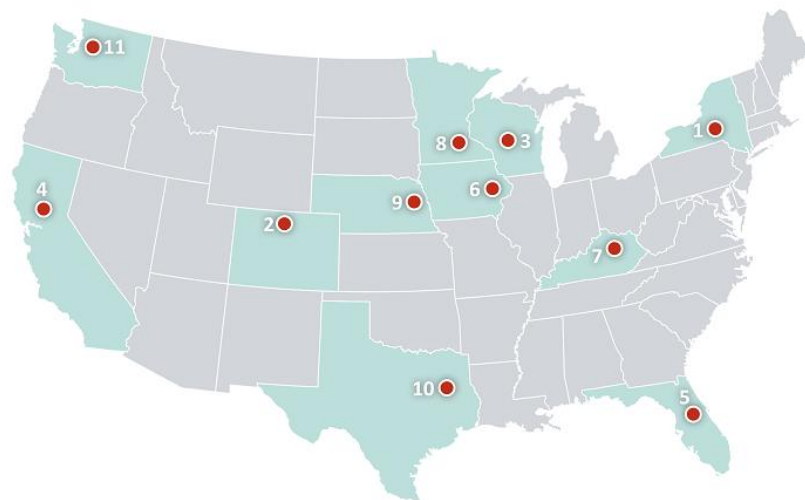
Great Plains Center for Agricultural Health

Central States Center for Agricultural Safety and Health



Community Based Organizations

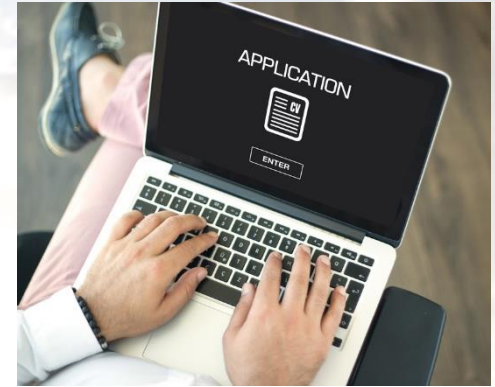
NIOSH Centers for Agricultural Safety and Health



- |                                    |  |
|------------------------------------|--|
| 1. Bassett Healthcare              | 6. University of Iowa                                |
| 2. Colorado State University       | 7. University of Kentucky                            |
| 3. National Farm Medicine Center   | 8. University of Minnesota                           |
| 4. University of California, Davis | 9. University of Nebraska Medical Center             |
| 5. University of Florida           | 10. University of Texas Health Science Center, Tyler |
|                                    | 11. University of Washington                         |



# Proposal planning



- Is my proposed topic or idea in line with the mission statement of the funding agency?
- Does my project serve as an “incubator” for new research, prevention, intervention, community outreach, and/or translation projects? Is it likely to lead to more comprehensive projects or activities?
- Is the funding amount adequate to accomplish what I want to do?
- Is my project idea innovative?

# Is my proposed topic or idea in line with the mission statement of the funding agency?

“Our mission is to prevent agricultural injury and illness and improve safety and health among agricultural communities. To accomplish this mission, the Center advances knowledge through scientific research and prevents agricultural injury and illness through education, outreach, and intervention programs.”



“Our mission is to work with the agricultural community in the Central States and beyond, conducting research, intervention, education, and outreach activities, which aim to discover the mechanisms of injury and illness, and to develop, implement, and evaluate prevention strategies that measurably improve the health and safety of members of the agricultural community.”



MAKE A GOOD FIRST IMPRESSION

# Proposal Title

~~ER Rescue Training Services, Inc.~~

Hearing Conservation for Farmers:  
Noise Induced Hearing Loss Simulation



~~Farm Youth and Safety Grant~~

Anhydrous Ammonia Emergency Response Training Program

Safe Farming, Safe Living-- Educational Outreach to the Leut

~~Vision in Farmers~~

~~ATV Safety is Important~~

Promoting Harness Use in Grain Bin Entry for Farmer Workers:  
Development of Lifeline Procedures/Use Training Curriculum



# Cover Letter



## Formal letterhead

401 West Glynn Drive  
Parkston, SD 57366-9605  
St. Benedict Hospital 605-928-3311  
Bormann Manor 605-928-3384  
St. Benedict Assisted Living 605-928-3561  
Wellness Center 605-928-4410

[www.AveraStBenedict.org](http://www.AveraStBenedict.org)

July 28, 2014 Date of submission

Fred Gerr  
Great Plains Center for Agricultural Health  
The University of Iowa  
College of Public Health  
105 River Street, S300 CPHB  
Iowa City, IA 52242

Dear Mr. Gerr:

Addressed to Pilot Project Director

Project title, in bold

Avera St. Benedict Health Center would like to submit this community-based outreach proposal for your consideration. The proposal, ***Safe Farming, Safe Living: Educational Outreach to the Leut***, aims to increase awareness of farm safety precautions among the Hutterian Brethren population in south eastern South Dakota as well as general safety practices in order to reduce injury and death on the colonies.

Every year, members of the 10 Hutterite colonies surrounding Avera St. Benedict arrive at the emergency room with farm accident injuries or injuries resulting from unsafe practices. Most of these injuries could be prevented by education about safe farming procedures and general safety when driving, using bicycles, or using fire arms. Through twice monthly visits to each colony, an Avera St. Benedict Registered Nurse has become familiar with their culture and needs, and currently provides other educational outreach.

The ***Safe Farming, Safe Living Program*** will allow Avera St. Benedict to pilot an agriculture safety education program to 10 Hutterite colonies. The feedback and evaluation from the pilot program will allow the hospital to modify the program so that it is the most useful to the population and then integrate it into other education outreach efforts. If awarded, this program would provide education and experience for the Hutterite participants as well as the Avera St. Benedict employees involved. The employees will gain further experience with outreach efforts and will be able to use this experience to develop and modify future projects based on the results of this pilot.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Gale N. Walker".

Signed by an official

Gale N. Walker, President & CEO  
Avera St. Benedict Health Center

Anticipated benefits of the project



# Specific aims

Objectives or achievements to be accomplished during the project.

## EXAMPLE:

1. Prevent injuries, illnesses, and fatalities in Midwestern farmers resulting from direct exposure or inhalation hazards of anhydrous ammonia fertilizer.
2. Provide 10 trainings in Iowa, Nebraska, and Missouri for more than 60 coop employees and farmers.
3. Analyze follow-up surveys to examine current practices on the farms and determine if the training was effective in changing work habits.

# Specific aims tips

- End points should be measurable.

~~“Protect youth on the farm by providing safe play areas.”~~

- Should be activities rather than intentions.

~~“Improve the safety and health of all farmers in Iowa.”~~

- 1-3 listed specific aims, each 1-2 sentences.

~~Our goal is to improve the health and safety of farm families by offering trainings about how to safely store hazardous compounds. This project is unique because we are using a new interactive software that shows children how to recognize unsafe items around the farm. We have already invested 2 years developing the software which is currently on our website. The website has already been viewed more than 5,000 times, and the software has the ability to pre- and post- test the children before and after the training. We think that this training will greatly improve the safety and health of farm children. The trainings will be provided, at the home, by qualified staff. It is very important for farm youth to learn about unsafe chemicals.~~



# Background and Significance

- Why is the problem important?
- Is there data or research to back it up?
- How does the project fulfill an unmet need?
- How will the project impact the community positively?

## PMC

PubMed Central® (PMC) is a free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine (NIH/NLM).

**4.8 MILLION Articles**

*are archived in PMC.*

*Content provided in part by:*

**2118**

Full Participation  
Journals

**330**

NIH Portfolio  
Journals

**4636**

Selective Deposit  
Journals

# Background and Significance

Provides *convincing* information about the safety and health problem that the project will address.

## EXAMPLE:

- The Occupational Safety and Health Administration (OSHA) has 59 anhydrous ammonia incidents recorded since 1985. This includes more than 195 people hurt by or exposed to ammonia and 15 deaths. More than half of these were in our Midwest region.
- Many farm family members have communicated that they would like to know more about the safe handling practices of ammonia and other chemicals. Over the past 5 years, we have received 30 requests for more information on anhydrous ammonia safety.



# Methods and approach

How you plan to complete the project.



## Include information about:

1. Specific members of the community who will be engaged or targeted by the project
2. Recruitment plan
3. Activity details
4. Distribution of tasks and/or responsibilities
5. Type of information collected for evaluation purposes

# Participant Recruitment

- Do you have a relationship or access to a group of unique individuals?
- Are letters of support from these groups needed?
- What will you do if recruitment is difficult? Back up plans?





# Surveys and questionnaires

For additional information on how to develop effective surveys, Rutgers University Extension has put together a useful fact sheet: <https://njaes.rutgers.edu/fs995/>



# Education and training

- Training content and format (video, webinar, in-person)
- Details and background of the persons individuals conducting the training
- Materials to be distributed to trainees
- Plans to advertise and promote the training





# Data analysis and evaluation

- Did the project achieve the successful aims?
- Did it have impact on the agricultural safety and health problem described in the Background and Significance section?

For additional information on how to conduct evaluation of your program, see the CDC “Guide to Evaluating the Effectiveness of Strategies for Preventing Work Injuries: How to show whether a safety intervention really works”: <https://www.cdc.gov/niosh/docs/2001-119/pdfs/2001-119.pdf>



Don't forget to highlight the project's potential for future funding and plans to share results . . . .



# References

References should be listed in alphabetical or chronological order.



- Most state university libraries provide useful information on citations: <http://guides.lib.uiowa.edu/citationhelp>
- [Howtowritecitations.com](http://Howtowritecitations.com)
- Enroll in an Endnote training session “How to use Endnote in 5 minutes” <https://www.youtube.com/watch?v=S3xo6ZjBV6U>

## Timeline and Milestones

List each activity and the months of the year during which they will be conducted. It helps to organize activities by Specific Aim.

[illegible]



# Biographical Sketches, C.V., or Resume

Considerations for personnel on your project:

- Ability to recruiting community members
- Training
- Cultural and linguistic relevance
- Educational materials development
- External expertise (Letters of support needed?)

# Letters of Support

## Formal letterhead

IOWA STATE UNIVERSITY  
Center for Agricultural Law and Taxation

College of Agriculture and Life Sciences  
2321 N. Loop Drive, Suite 200  
Ames, Iowa 50010  
515 294-5217  
FAX: 515 294-0700  
www.calt.iastate.edu

August 7, 2017

Ray Hansen  
Iowa State University Extension and Outreach  
Value Added Agriculture Program – Visit Iowa Farms  
1111 NSRIC  
1029 North University Boulevard  
Ames, Iowa 50011

Dear Ray,

Addressed to leader of project

I am writing to express my support for the Iowa State University Extension and Outreach Value Added Agriculture Program – Visit Iowa Farms proposal to the Great Plains Center for Agriculture. This proposal seeks a grant to fund Agritourism Destination Safety and Health Best Practices Workshops to increase knowledge of agriculture injury and illness prevention methods for agritourism destinations. I strongly support this grant application and the focus on preventing injury and illnesses linked to agritourism destinations through educational workshops on best practices.

As an organization which provides educational resources and training to producers and professionals throughout the region regarding laws that impact agriculture, the Center for Agricultural Law & Taxation is poised to assist with this effort.

Through this letter, we acknowledge potential roles and responsibilities we could fulfill in this partnership. In the event this proposal is funded, we would expect our role in the Agritourism Destination Safety and Health Workshop to include:

- Prepare and present an educational program focused on potential legal liability for agritourism destination owners so they can learn best practices on protecting their assets at three workshop locations in Iowa.
- Sit on a panel during an expert discussion regarding agritourism liability at each of the three workshops so that attendees may ask specific questions pertaining to their operations.

Iowa State University Extension and Outreach Value Added Agriculture Program – Visit Iowa Farms will take responsibility to coordinate and plan each of the Agritourism Destination Safety and Health Best Practices Workshops.

We look forward to working with you on educating agritourism destination owners in Iowa.

Sincerely,



Kristine Tidgren, J.D.  
Assistant Director

Describes how expertise is relevant to the project

Stated roles in the project

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# Top Reasons Pilot Projects Get Rejected

- Program activities are too vague.
- The need (in the background and significance section) has not been identified.
- Portions of the grant are inconsistent with one another.
- Proposals are too ambitious for the amount of time and/or money requested or proposals are not ambitious enough for the amount of time and/or money requested.
- Budget is inconsistent, not justified, or unrealistic.
- Staff expertise does not fit with program activities.
- The program proposed is not innovative or the grant is written to support basic administrative duties.
- Proposals submitted after the due date.
- Proposal submitter has good ideas, but the proposal is written poorly with many grammatical errors.

# Additional Information

Great Plains Center Pilot Grant Program: <https://goo.gl/XDP2oc>  
(Specific Details on Community Grants): <https://goo.gl/sfSGnV>

Questions about an application? Contact Jenna Gibbs at [jenna-gibbs@uiowa.edu](mailto:jenna-gibbs@uiowa.edu)

Proposals are typically announced in April and due mid-July.  
Region includes IA, MN, MI, MO, NE, KS, IL, IN, OH.



Central States Center Pilot Grant Program: <https://goo.gl/pQfi5E>

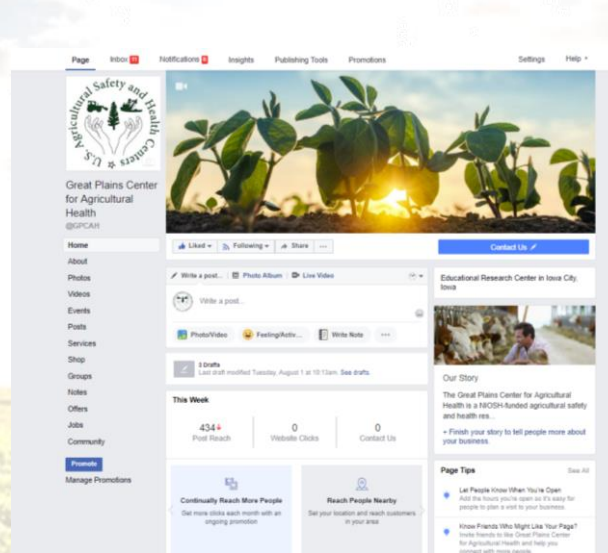
Questions about an application? Contact Ellen Duysen at [ellen.duysen@unmc.edu](mailto:ellen.duysen@unmc.edu)

Proposals are typically announced in April and due mid-August.  
Region includes SD, ND, MN, IA, NE, KS, and MO.





# Additional Information



[www.facebook.com/GPCAH](http://www.facebook.com/GPCAH)



[www.facebook.com/unmccscash](http://www.facebook.com/unmccscash)