

**Georgia CTSA Request for Community Grant Writing Academy Applicants**  
**Due Friday, January 14, 2022 by 11:59pm (EXTENDED – Due January 21)**

Georgia CTSA's Community Engagement (CE) program is soliciting applications to support community-based organizations seeking to learn how to develop grant proposals to fund research and other health initiatives to address community health priorities. The purpose of this CE Grant Writing Academy (CGWA) is to provide prospective participants with the knowledge, resources, and skills to write a competitive research or health initiative grant.

**GOALS:** After the course CGWA participants will be able to:

- GOAL 1: Discuss and describe the components of community engaged research.
- GOAL 2: Identify and define a research interest.
- GOAL 3: Write grant Goals and Objectives (Specific Aims).
- GOAL 4: Develop the framework for the project methodology, research/evaluation plan, and budget.
- GOAL 5: Write a competitive community-engaged research grant.

**Georgia CTSA Mission Statement** -The institutions of the Georgia CTSA leverage their complementary strengths to accelerate clinical & translational education, research, and community engagement to impact health in Georgia and beyond. The Georgia CTSA CE aims to support community-university research partnerships, to facilitate community input into university research, and to increase health research in community settings that is both responsive and relevant to the health needs of the community.

**Funding:** Six (6) organizations will be funded. Each organization will be awarded \$5,000 upon successful completion of all requirements (see Funding Limits, Budgeting, and Participation Requirements).

**Eligibility Criteria:** To qualify a Community-based Organization (CBO) must:

- A. Have a yearly operating budget at or below \$300,000.
- B. Be a 501c3, non-Profit, for-Profit, and/or a limited liability company (LLC), etc. (official registration or documentation required).
- C. Identify two participants to attend the CGWA, one will serve as the lead or contact person.
- D. Support the full participation of designated staff to attend the CGWA program.

**\*\*CBOs can be based in any part of Georgia, and we strongly encourage applications from those outside of Metropolitan Atlanta.**

**Workshop Format and Location:** We will follow Centers for Disease Control and Prevention COVID-19 guidelines to determine format (in-person or virtual). Therefore, organizational location should not preclude submission of strong applications. Prospective applicants are strongly encouraged to participate in the funding opportunity information session (see details in timeline below).

**Expectations of Selected Participants:**

- A. Arrive on-time and stay to the end of each session.
  - SESSION I: April 28 & 29, 2022
  - SESSION II: June 9 & 10, 2022
- B. Contribute to group discussions and exercises
- C. Each participant will submit a 2-3 page mini-grant draft prepared during Session I
- D. Each participant will submit 4-6-page draft mini-grant two weeks after Session II

**Timeline:**

- December 10, 2021 – Funding Opportunity Informational Call;
  - Recording: <https://bit.ly/32Jzohl>
  - Access Passcode: MV@4n\$RG
- January 14, 2022 – Final Applications Due (**EXTENDED – Due January 21**)
- February 28/March 1, 2022 - CGWA Awardees Notified
- March 25, 2022 – CGWA Kick-off Teleconference
- April 28 & 29, 2022 – Grant Writing Academy (Session I)
- June 9 & 10, 2022 – Grant Writing Academy (Session II)

**GEORGIA CTSA  
COMMUNITY GRANT WRITING ACADEMY APPLICATION (CGWA)**

Applicants will submit the following information and materials at this link:  
[https://ugeorgia.ca1.qualtrics.com/jfe/form/SV\\_cYe0viPvdaHhSLQ](https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_cYe0viPvdaHhSLQ)

***Applications due no later than 11:59 PM on January 21, 2022***

**ORGANIZATIONAL INFORMATION:**

- A. Organization's Name
- B. Organization's Address
- C. Name of person submitting the grant application, include title, length of time with organization
- D. Organization's yearly annual income 2018 \_\_\_\_\_ 2019 \_\_\_\_\_ 2020 \_\_\_\_\_
- E. Employer's Identification Number
- F. Organization's mission (limit 200 words or less)
- G. Target Audience – Priority audience(s) and how many persons served each year?

**CGWA PARTICIPATING EMPLOYEES' INFORMATION:**

- A. Two Participating Employees' name, title, length of time with organization
- B. Previous grant writing experience: \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_ Foundation \_\_\_\_\_ Research \_\_\_\_\_ None
- C. List of previous grants for which you or your organization have ever applied for and were awarded, if any.

**RESEARCH AND PROGRAM GRANT WRITING INTEREST(S):**

- A. Research or program question that identifies a health- related issue, a potential resolution, a discovery, etc.
- B. What are your organization's other grant-writing or funding interests(s)?

**STATEMENT:** Please state why attending this research grant-writing academy will benefit your organization (limit 500 words or less).

**DOCUMENTATION:** Legal verification of type of organization (Attachment A)

**FUNDING LIMITS, BUDGETING, AND PARTICIPATION REQUIREMENTS:** The CBO or agency selected for funding will be paid a stipend up to \$5,000 based on the following:

- A. Completion of a CGWA baseline assessment to gauge existing skills, knowledge, and capacities. Assessment will be sent by GCTSA and submitted by the participant electronically at least one week prior to the first session.
- B. Both CGWA participants from the CBO attend the CGWA Kick-Off teleconference call. More specifically, at least one person on the call should have the authority to bind the organization to the key deliverables.
- C. CGWA participants are on-time, participate in class activities, and attend both sessions of the CGWA program. There will be a monetary deduction to the stipend (i.e., prorated) if a participant cannot attend part or all of a session.
- D. Submission of a 2- to 3-page grant draft within two weeks after Session I AND a revised, complete, 4- to 6-page draft of the same grant with additional sections submitted within two weeks after Session II. Details of components for each draft will be provided during the sessions.

\*\*The stipend will be provided in two payments (\$2500 each) following each of the sessions. Organizations will receive payment 30-45 days after full participation in the CGWA Session and following submission of associated session deliverables.

**For all application questions, please contact:** Dr. Tandeca King Gordon at 404-752-1547 or [tgordon@msm.edu](mailto:tgordon@msm.edu).