

Grant Writing Workshop Instructions

- You will be assigned to a working group and each group will be put in a separate Zoom “break-out room” along with a facilitator.
- Each working group will review ONE Narrative/Ranking Criteria, either Section 1 or 2 (Section 3 on DAY 2) from a successful FY25 Assessment Grant or Cleanup Grant Proposal. You will have a little over 1 hour to complete the exercise.
- Assign a lead from your working group who will present during the Report-Out Session. The *facilitator* will guide you through the exercise and serve as the timekeeper.
- Review the Narrative/Ranking Criteria for Sections 1 or 2, as assigned (Section 3 on DAY 2)- individually first, then discuss and score as a Working Group (Suggestion: use first 10-15 minutes for individual review and the remaining time for working group discussion/scoring and preparation for the Report-Out Session)
- When reviewing, carefully consider how well the grantee does tying their story together in their narrative
- Use the FY25 Section V, Narrative Review Information handout as your primary source for reviewing the Narrative/Ranking Criteria.
- Use FY25 Section IV of EPA Guidelines when you need to refer to the actual language contained in the EPA Grant Guidelines for the Criteria that must be contained in the Narrative

Things to consider while reviewing your example Grant Narrative/Ranking Criteria:

- The Narrative should be clearly and concisely written. Factual responses to all ranking criteria and sub-criteria must be provided. Applicant should leave no criterion blank –if the criterion doesn’t apply, it should be stated by applicant.
- Did applicant provide sufficient detail that will allow for an evaluation of the merits of the proposal? Did they provide a response to all information requested under the criterion?
- Make sure the applicant used the sample format tables in the Guidelines. If they did not, make sure they included all the information in the sample tables in their tables or summaries.
- Consistency throughout the proposal is essential!