



# CLEVELAND *Foundation*

## **Criminal Legal Reform Grantwriting Assistance Workshop**

**Presented by**

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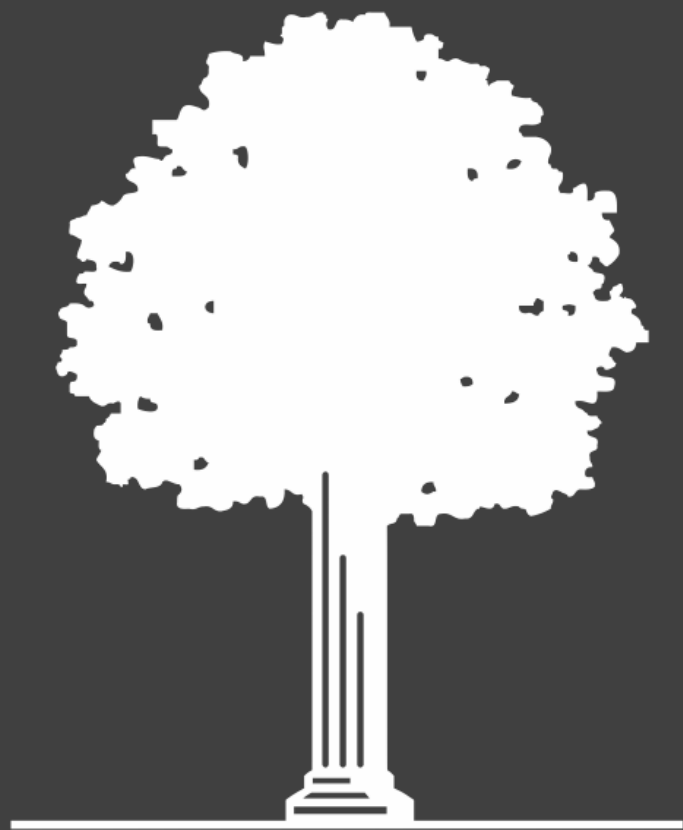
**Lisa McAloney  
Chief Inspiration Officer, NEOH Solutions**

**April 2023**

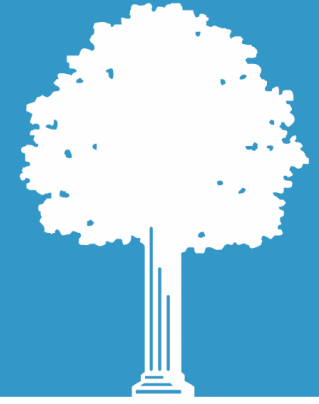


# Today's Roadmap

- Introductions
- RFP Overview and Timeline Review
- Grantwriting Overview and Assistance
  - Things to consider before applying
  - General best practices
  - Application sections
- Resources
- Questions?



# Policy Priorities



- 1. Reduce adult pre-trial detention** by supporting strategies that promote racial and income equity, diversion, and community-based alternatives to incarceration.
  - 2. Reduce juvenile incarceration** by encouraging justice stakeholders to use community-based alternatives to incarceration for youth targeted for detention and decrease the total number of youths currently housed in the Cuyahoga County Detention Center.
  - 3. Improve systems alignment and connectivity** between pretrial services and mental health and behavioral health response systems.
  - 4. Improve and expand reentry services and community integration** for returning individuals through policy, advocacy, and legislative efforts.
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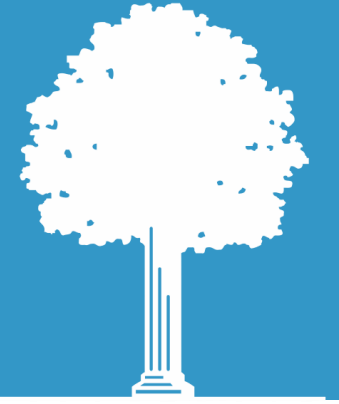
# Theory of Change



- **Personal Transformation:** People who make change by transforming individuals.
- **Alternatives:** People building alternatives to the present institutions and cultures, showing us what the future can and should look like.
- **Changing Dominant Institutions:** Reforming the structures that shape our lives under the status quo, such as governments and corporations.



# RFP Purpose



- To **direct resources to community and grassroots organizations**, as well as **advocacy networks and coalitions**, that are focused on using **systems-change** and **policy-oriented approaches** to **reform the criminal legal system**.
  - Grant dollars will **assist organizations and leaders**, particularly those who **have been justice or criminally legally involved**, with **dismantling criminal legal systems and practices** that have **historically harmed Black and minority people**.
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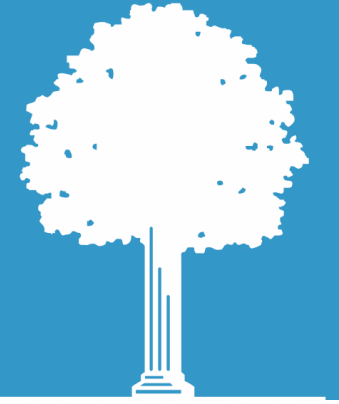
# Eligible Organizations Will...



- Hold **501(c)(3) tax-exempt status** or have a **fiscal sponsor** with 501(c)(3) tax-exempt status
  - Have an **operating budget of less than \$1.5 million.**
  - Be based in or predominantly work in **Cuyahoga, Lake** or **Geauga** counties.
  - Have a **focus on reforming the criminal legal system.**
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# Criminal Legal Reform Initiative

## Priority



The following groups will be given priority:

- **Community members leaders** from the **Greater Cleveland region** who are **part of a criminal legal and social justice-focused group, network, or coalition,**
  - Coalitions, organizations, agencies, and groups **led by or comprised of a person(s)** with **direct lived experience** in the criminal legal system.
  - **Black-led organizations** whose leaders have **experience** with **criminally legally involved people.**
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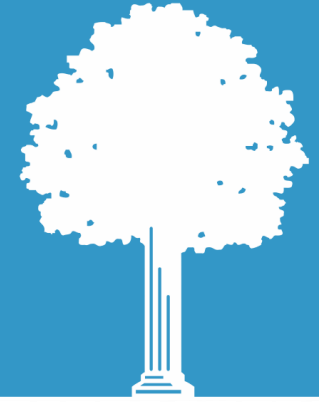
# Grant Amounts



- Applicants can apply for either a \$50,000 or \$25,000 grant, depending on the size of their organization and described need. The initiative will award:
    - Up to five \$50,000 grants
    - Up to ten \$25,000 grants
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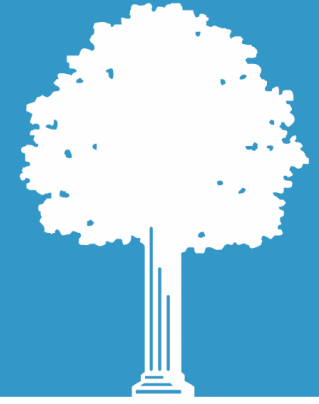
# \$50,000 Grants



## Organizations best positioned to receive \$50,000 grants...

- Engage in advocacy, policy, systems change, base building, or coalition work for criminal legal reform initiatives or change efforts
  - Have or are developing a strategic plan and policy agenda
  - Have at least 2-3 experienced staff members
  - Have an active board of directors or are in the process of forming one
  - Can demonstrate how grant funding will further their systems change or policy-oriented approaches, or build capacity to engage in more robust policy and advocacy efforts
  - Have secured funding from at least one or two additional sources
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# \$25,000 Grants

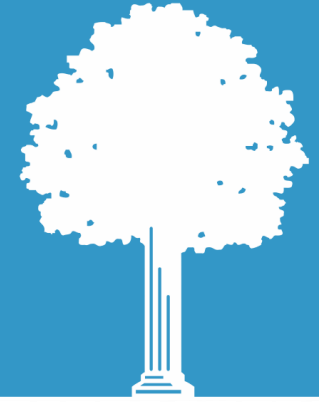


## Organizations best positioned to receive \$25,000 grants...

- Primarily engage in advocacy, policy, systems change, base building, or coalition work for criminal legal reform initiatives, issues, or change efforts
  - Have at least 1 experienced staff member or core group of volunteers
  - Can demonstrate how grant funding will help increase the organization's capacity, for example:
    - Develop a strategic plan or policy agenda
    - Increase or clarify focus on criminal legal reform-related work
    - Hire additional staff
    - Increase operational capacity in other ways
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# Timeline



- |                  |  |
|------------------|--|
| March 29:        | Online application opens at 9 a.m.                                 |
| April 5, 12:     | Technical assistance workshops                                     |
| April 6, 13, 20: | Grant Writing Assistance Sessions                                  |
| May 5:           | Application deadline at 11:59 p.m.                                 |
| May 19:          | Applicants advancing to first stage of review process are notified |
| Early June:      | Applicants advancing to final stage of review process are notified |
| Early July:      | Final funding decisions announced                                  |
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# How to Apply



To apply:

- All applications must be submitted through the Cleveland Foundation's Grants Portal gateway at: <https://www.iphiview.com/tcf/>
  - Create a Username and Login (Note: If you are using a Fiscal Sponsor, they must use their login details to submit the application.)
  - Set up a Two-Factor Authentication
  - Select "Apply for a Grant"
  - Choose "Criminal Justice Grant"
  - Follow the application and submission steps
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**Questions?**

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# **Grantwriting Overview and Assistance**

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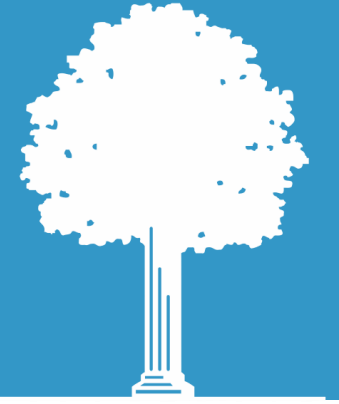


# Things to Consider Before Applying



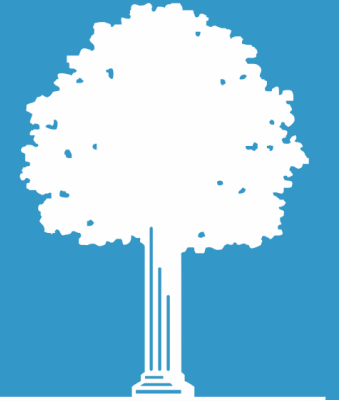
- **Does your organization have the capacity** to take on new or expanded work, even with the dollars you will get from the grant?
  - **How many grants are being awarded vs. experience in this area?**
  - Do you have the **right partners** now or will you have to build those partnerships before the deadline or beginning of grant period? (e.g., programmatic partners, fiscal agent, consultants)
  - Will your fiscal agent **allow you access** to the Cleveland Foundation system, or do you have to **allow time** for them to submit?
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# General Best Practices for Grantwriting



- Read the **guidelines** and **entire application** before you start.
  - **Create a timeline** listing tasks, person responsible, due date, and date of completion.
  - **Follow directions!**
  - **Presume the reviewer knows nothing** about what you're writing. Write for somebody new to the topic.
  - Follow the Three C's: **Clear, Concise, Compelling**
-

# General Best Practices for Grantwriting



- **Headings** are your friend. They will make it easier for reviewers to know that you've addressed requirements. If they have to look for it, they may not.
  - **Define abbreviations** the first time you use them.
  - **Answer the questions** that are asked in the application.
  - **Leave enough time for review!**
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# Application Overview/Tips



- **Draft in Word**
  - **Word limits** (300 words = half page)
  - To find word count in Word, **highlight section** then click **Review tab > Word Count**
  - **Formatting will not transfer when you paste into portal** (bold, underline, color, different font sizes)
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# Cleveland Foundation Organizational Profile



- **Organization Mission**
  - **Organization History**
  - **Staff and Volunteers**
  - **Consultants and Contractors**
  - **Key Programs/Services**
-

# Section 1 – About Your Organization



- **Project Title**
  - **Coordinator Contact** (person submitting the application)
  - **Executive Director Contact** (leader of your organization, agency, or coalition)
  - **Project Leader Contact** (only needed if this person's information differs from the applicant submitter or Executive Director)
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**Questions?**

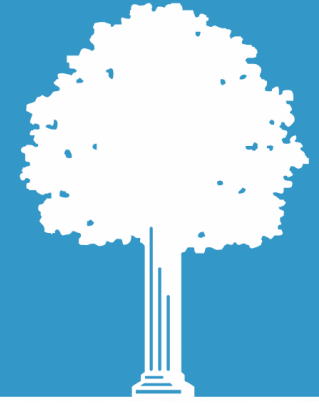
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# Section 2: About Your Work



- **Mission/Vision/Goals** (300 words or less)
  - **Project/Campaign Overview/Description of Partners** (300 words or less)
  - **Top 1 to 3 Priorities** (150 words or less)
  - **Context**
    - **What part of the criminal legal system are you responding to, and what specific local or state policy or systems change outcome(s) your organization is working to achieve?** (150 words or less)
    - **How you are using systems change, policy, advocacy, movement building and organizing strategies to achieve your goals?** (150 words or less)
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# Section 2: About Your Work



## **Involvement of justice involved or directly impacted people**

- **How does your organization, group, or coalition center justice-involved or directly impacted people in your work? (150 words or less)**
  - **How do you grow and develop the leadership of justice-involved or directly impacted people and their families, friends, and allies? (150 words or less)**
  - **What leadership and decision-making roles do justice-involved or directly impacted people have within your group, organization, or coalition and the work you are applying for? (150 words or less)**
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# Section 2: About Your Work



## Current Capacity and Resources

- **What is your current capacity and resources to implement the work you are seeking funding for? (150 words or less)**
  - **Tell us about the work you are seeking funding for or how this grant will support your capacity building and operational needs to support your ongoing work. (150 words or less)**
  - **For coalitions and partnerships ONLY: How did your groups decide to work together on this issue(s)? What is your history of collaboration, if any? What role will each group/organization play in your proposed work?**
  - **How much experience do you or your organization have in criminal legal reform?**
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**Questions?**

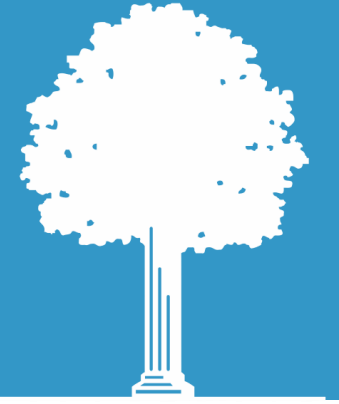
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# Section 3 – Use of Funds



- **Requested Amount** (Select \$25,000 or \$50,000)
  - **Select the top TWO areas where you will use the funding**
  - **Requested Expenses** (complete the chart showing how you will expend the funds if you are awarded a grant)
  - **If awarded a grant, how soon will you begin your proposed activities?**
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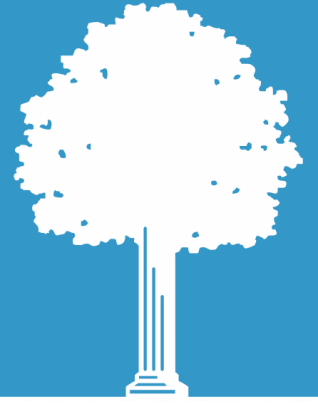
# Section 4 – Demographic Data



- **Racial demographic of your Leader(s), Executive Director, Community or Coalition Team Member**
  - **Racial makeup of your Board of Directors, Advisory Group, or other Oversight Board (in %)**
  - **Racial makeup of your Staff and Volunteers (if you have staff or volunteers) (in %)**
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# Section 5 – Attachments



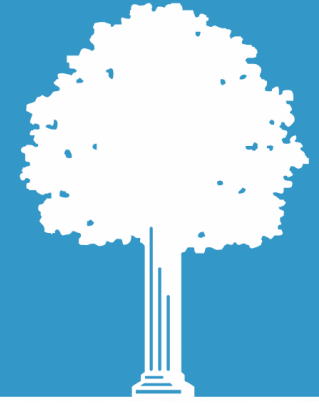
- **Attachments**
    - **Board of Directors or Advisory Committee list (if any)**
    - **Annual budget or most recent 990 or financial audit**
    - **One optional attachment that you believe will help support your application**
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**Questions?**

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# Resources



- Technical Assistance Workshop Recording
  - Grant Writing Workshop Recording
  - [Application Guide](#)
  - [Fiscal Sponsorship Basics](#)
  - Candid Introduction to Proposal Writing – FREE one hour [on-demand video](#) or [live online class](#) (next class April 12!)
  - [Candid Introduction to Project Budgets](#) – FREE one hour, on-demand video
  - DH Leonard Consulting [Grant Writer's Blog](#)
  - [GrantsMagic](#) – online training (free and fee-based)
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QUESTIONS?

