Grant Application Process & Timeline - February 15, 2022
Letter of Intent (LOI) and Final Application Process for Exhale 2022 Grants

Today we will review:

- Exhale funding eligibility criteria
- Overview of LOI and Final Application process & timeline
- Guidelines for grants
- Review online LOI Form and budget template
- Technical assistance available to support LOI/Application process
- Online LOI and budget forms due by 5pm on Tuesday April 12
- Learning Community next steps
Funding Eligibility: Grantee organizations must

- Have participated in Exhale Workshops
- Be a public sector, govt or non-profit org. based in the 7 counties
- Create diverse, collaborative project teams (2+ orgs working together)
- Demonstrate applied creative problem solving in project design
- Include caregiver input in project design & plans to implement

Funded Exhale applications demonstrate these criteria:

Able to receive grant funds electronically
Exhale LOI and Final Application Process

• **Grant seekers may submit up to three different respite project ideas**
  – Teams may submit up to 3 different LOIs (3 unique projects/budgets)

• **Grants will be awarded to support a wide range of projects**
  – Maximum allowable award is $300,000
  – Only a few (3-5) projects will be funded at the maximum amount
  – Smaller projects, pilots, experiments are encouraged!
  – Project duration can be up to 3 years (or less)

• **Technical Assistance (TA) available to teams throughout this process:**
  – Proposal development TA from Lisa Simon (by email request)
  – Creative problem solving TA from Teresa Lawrence (email request)
  – Marketing and outreach plan development TA from Crowley Webb available at Exhale Workshop #5
LOI & Final Application Process & Timeline

• Development of collaborative teams and project ideas starts now!
  a) Identify your project team (who you’ll partner with)
  b) Select your team’s lead agency. Role of lead agency:
     – Submit all LOI & Application forms on behalf of team
     – Administer the grant and budget on behalf of team
     – Coordinate team communication & grant reporting
  c) Gather caregiver input to inform your idea and project plan
  d) Apply creative problem solving

• Teams complete LOI form and budget template by April 12 - Lead agency submits LOI materials online

• Lead agencies notified of Final Application eligibility (sent link) by 5/16

• Invited teams complete Final Application and final budget by June 24 - Lead agency submits materials online

• Lead agencies notified of grant awards by August 15
Exhale project guidelines

Funded projects can be new ideas or improvements to existing respite strategies. Successful teams:

- Meet all eligibility criteria
- Complete online LOI Form – narrative questions
- Complete & upload the project budget template
- Increase respite opportunities that address caregiver needs/interests, gaps, expand reach and access

Exhale funding is intended for respite programs & services

- Building capital & space renovation requests not eligible
- If a funded project demonstrates need for additional or renovated physical space, increased or new caregiver participation must be shown for 1 year before funding for space will be considered.
- Any future requests for physical space cannot exceed $20,000 or 25% of initial grant, whichever is less

Exhale funding is intended for respite programs & services
Exhale project guidelines

The Exhale evaluation is designed separately

- You do not need to design your project evaluation
- Ideas about how to assess the impact of your program are encouraged/requested
- Do include some lead agency staff time for evaluation activities and grant reporting

Complete the Exhale budget template with your LOI

- Download budget template – links provided in online LOI Form & at www.ExhaleforCaregivers.org
- Complete budget template - modify as needed
- Save your budget – put lead agency name in file name
- Upload your budget to the LOI Form
Let’s review the online forms...

https://forms.gle/vjzih2ZJN7YeBitK9
We look forward to your team’s Exhale LOI and Application!

Next Steps

• Brainstorm respite project ideas & identify gaps with caregivers and collaborators
• Identify your project team and lead agency
• Address & engage caregiver input
• Develop your project plan and budget
• For each proposed project, complete the online LOI Form and budget by April 12 at 5:00pm

Questions?

Contact

• Lisa Simon at lsimon@tpi.org (for questions about the LOI or Final Application)
• Sharon Rajadurai at srajadurai@tpi.org (for questions or support with online LOI/Application submission)
Support available to Exhale project teams:

- LEARNING COMMUNITY
  - Training/TA in Creative Problem Solving & Project Management
  - Regular check-ins with Exhale staff on progress, needs, TA
  - Support for evaluation design & implementation
  - Sustainability planning & support
  - Support for marketing, outreach and communications
QUESTIONS?