



# Module 2

## **Overview**

Module 2 leads you through the planning and organizing you need to do in preparation for writing your grant application. We do this step by exploring some essential and basic questions you must address before you decide to apply for funding:

- Do you have the right personnel to write a competitive grant application?
- Do you have the time to organize and write a competitive grant application?
- Do you have the experience and expertise to make your proposed project work?

Planning and organizing can help you by putting many of the required resources and materials at your fingertips. This step is important because the timeframe for grant application development is limited, usually between 45 and 60 days. With planning and organizing, the process of writing your application will be a great deal easier.

## **Purpose of Module 2**

Module 2 discusses the steps to identify, organize, and update needed project and community information in preparation for deciding whether or not to submit a SAMHSA grant application.

## **Module 2 Learning Objectives**

By the end of this module, you will be able to:

- Identify the core elements needed to develop your Mission Statement;
- Organize and revise existing resources to clarify the decision-making and grant-writing processes and keep them in a notebook;
- Update and revise current project information;
- Identify and describe existing community partnerships, and determine how you can expand your professional networks and incorporate new partners in the application process;
- Identify and use a local advisory committee to provide project guidance and resources; and
- Identify resources for conducting a literature review and needs assessment.

## **Module 2 Underlying Assumptions**

- You already have many of the resources and capabilities you need to write a competitive grant application.
- By assessing your resources, you can decide whether or not now is the time to apply for grant funding or if more planning time is needed.





































