



FY 2023 INSPIRE Initiative

Appendix 6: FY 2023 Planning Grant Template

Template Overview and Usage Guidelines:

- This **template is required for use for submission** to the INSPIRE initiative, and is provided for ease of writing, organizing, and ensuring that all required sections and information are included in your final proposal for a planning grant.
- Each header indicates a required section that must be filled out by the applicant, as referenced in the FY23 INSPIRE Request for Proposal.
- **Before you submit the final application, remove this [boxed] section and all sample bullets and language that are included below, as these are simply here to remind you of what is required in each section. Keep headers and your project narrative as relevant for each required section.**
- Ensure that you contextualize your answers to each required section. See grant-writing resources in [Appendix 5](#) of the RFP for additional information.
- Ensure that you contact your State Program Manager throughout the project application process.

Executive Summary

- Provide up to a one-page executive summary of project goals and strategies, purpose, key activities, strategic alignment, collaborative partnerships, and performance measures. Visit the ARC website for an [Executive Summary template](#).
- Attach as separate document to the final application.

Project Description

- Provide a description of the applicant's mission and work, including target population and ARC counties served by the project.
- Provide an explanation of the scope of work, steps, methods, and intended results of the project.
- Demonstrate a strong rationale in support of the INSPIRE priorities. (See the RFP section titled Program Description for the list of priorities.)
- Provide an explanation of how the project leverages or contributes to existing efforts to assess or plan for workforce entry and reentry for individuals affected by SUD. If no efforts exist, explain and provide documentation (e.g., documented gaps or efforts noted in a Chamber of Commerce report or local economic development plan).
- Explain how project staff and partners reflect the community their proposed project is intended to benefit/impact.

- Identify how data and/or information will be collected and used to demonstrate the degree to which project activities will be accomplished.
- Provide an explanation of how the outcomes of this project will be used to transition to project implementation.

Strategic Alignment

- Provide an explanation of how your project aligns with the goals of the ARC strategic plan, [Appalachia Envisioned: A New Era of Opportunity—ARC's Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2022–2026](#). Describe how the project makes an impact towards furthering these goals.
- Provide an explanation of how your project aligns with the strategy statements of the state(s) in which you will be operating. Information on these strategy statements can be located on the [ARC website](#).

Project Outputs (Performance Measures)

- Demonstrate how pursuing the outlined scope of work will help facilitate the formulation of a potential implementation project. Include discussion of where and how the potential funding could be found beyond the ARC INSPIRE Initiative.
- Include a description of how project stakeholders envision the proposed project transforming and furthering the long-term community and economic development of the project region.
- See [Appendix 7: INSPIRE Logic Model](#) for additional guidance on ARC performance measures.

Workplan and Timeline

- Provide a detailed work plan and timeline as found in the RFP. See [Appendix 4: Workplan and Timeline Template](#).

Budget, Budget Narrative, and Match Funding Requirements

- All items included in the budget and budget narrative, including personnel, equipment, and minor construction, must align with the project as described.
- All items in the budget narrative must reflect the level of detail requested in the proposal.
- Provide a detailed budget that lists the sources and uses of ARC funds and all non-ARC matching funds.
- Provide a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form (SF) 424A. Include purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item, if applicable.
- If the budget includes personnel or contractual expenses (cash or in-kind resources), estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed project by key personnel, contractors, or consultants. (After a grant is awarded, all time should be tracked by actual hours worked for each individual.)

- Submit Standard Form 424A. (A PDF of the form is located on the ARC website.)
- Submit a detailed budget narrative as found in the RFP. See [Appendix 1: Sample Budget Narrative Template](#).
- For additional information on how to complete the SF424 and SF424A, see [Appendix 8: Tips for Completing your Budget](#).
- **Note:** When creating a budget for your proposed project, the maximum amount an applicant may receive for a Planning grant is \$50,000 for anywhere from 12–18 months.

Organizational Capacity

- Demonstrate the project team’s qualifications to undertake/accomplish the proposed scope of work including, but not limited to, the project teams’ expertise and experience managing sizeable grants and federal awards; familiarity with federal grant regulations; and organizational policies, procedures, and systems.

Feasibility

- Ensure there is consistency between the project activities and the proposed budget.
- Ensure that the work plan, timeline, budget, and personnel resources match with the project description and expected outputs of the project.

Required Forms

- As appendices, submit the following required forms with your final Planning application:
 - [ARC Memorandum of Understanding \(MOU\)](#)
 - [Application for Federal Assistance \(SF424\)](#)
 - [Budget Information for Non-Construction Programs \(SF424A\)](#)
 - [Assurances for Non-Construction Programs \(SF424B\)](#)