



## U.S. Department of Justice Building Strong Grant Applications Madison, WI | September 12-13, 2019

### September 12, 2019

- 8:00 a.m. – 8:30 a.m. **Onsite Check-In/Registration**
- 8:30 a.m. – 8:45 a.m. **Welcome and Introductions**  
*Patricia (Trish) Thackston, Policy Advisory  
Bureau of Justice Assistance, Office of Justice Programs*
- 8:45 a.m. – 9:15 a.m. **History of CTAS and Critical Review of Solicitation**  
This session reviews the history of CTAS and emphasizes the importance of exercising diligence in reviewing solicitation requirements. After this session, participants will be able to identify key components of a solicitation and be able to format a Word document to match solicitation criteria.  
*Trish Thackston, Policy Advisory  
Bureau of Justice Assistance*
- 9:15 a.m. – 9:45 a.m. **Common Mistakes to Avoid When Writing Your Grant Application**  
During this session, you will hear about the most common mistakes that may have an adverse impact on how your application is scored by peer reviewers.  
*Trish Thackston, Policy Advisory  
Bureau of Justice Assistance*
- 9:45 a.m. – 10:00 a.m. **Break**
- 10:00 a.m. – 11:45 a.m. **Action Planning: Tribal Community and Justice Profile**  
This session demonstrates key planning steps to understand community strengths and needs in order to maximize an application for funding. Participants will outline a plan to engage community partners to develop multi-disciplinary approaches to create stronger applications and more successful programs for the community.  
*Justine Souto, Program Manager  
National Criminal Justice Training Center of Fox Valley Technical College (NCJTC)*
- 11:45 a.m. – 1:00 p.m. **Lunch**
- 1:00 p.m. – 2:15 p.m. **Action Planning: Tribal Community and Justice Profile, continued**  
This exercise will provide participants with an opportunity to map resources available in the community that can be leveraged to assist with planning and problem identification.  
*Justine Souto, Program Manager, NCJTC*
- 2:15 p.m. – 2:30 p.m. **Break**
- 2:30 p.m. – 3:30 p.m. **Action Planning: Purpose Area Narrative Program Design**  
The session demonstrates how to form goals and objectives built upon a solid problem statement, formed as a result of analyzing data from the needs assessment. Participants will practice building an implementation plan using a case study.  
*Justine Souto, Program Manager, NCJTC*

## Building Strong Grant Applications

3:30 p.m. – 3:45 p.m. **Break**

3:45 p.m. – 4:45 p.m. **Action Planning: Develop a Timeline**

This exercise is an opportunity for participants to develop an action plan and timeline to address key components to complete a proposal.

*Justine Souto, Program Manager, NCJTC*

4:45 p.m. – 5:00 p.m. **Question & Answer and Day 1 Wrap Up**

*Trish Thackston, Policy Advisory  
Bureau of Justice Assistance*

## September 13, 2019

8:30 a.m. – 9:30 a.m. **Creating a Budget**

This session focuses on the important elements of creating a strong budget and budget narrative that effectively identifies the resources requested, is clearly connected to the grant application narrative and complies with DOJ guidelines and requirements.

*Angela Wade, (via technology)  
U.S. Department of Justice, Office of Justice Programs*

9:30 a.m. - 9:40 a.m. **Break**

9:40 a.m. - 11:00 a.m. **Evaluation for Program Sustainability**

This session will provide guidance on ways to demonstrate program effectiveness through evaluation and explore program sustainability strategies.

*Justine Souto, Program Manager, NCJTC*

11:00 a.m. – 11:10 a.m. **Break**

11:10 a.m. – 11:45 a.m. **DOJ Funding Opportunities and Training and Technical Assistance Resources**

This session provides information about the DOJ funding opportunities tribes are eligible for in addition to CTAS; the kinds of technical assistance available from DOJ, and how you can access that assistance even if you do not have a grant from DOJ.

*Trish Thackston, Policy Advisory  
Bureau of Justice Assistance*

11:45 a.m. – 12:00 p.m. **Day 2 Wrap Up, Evaluations and Closing**