




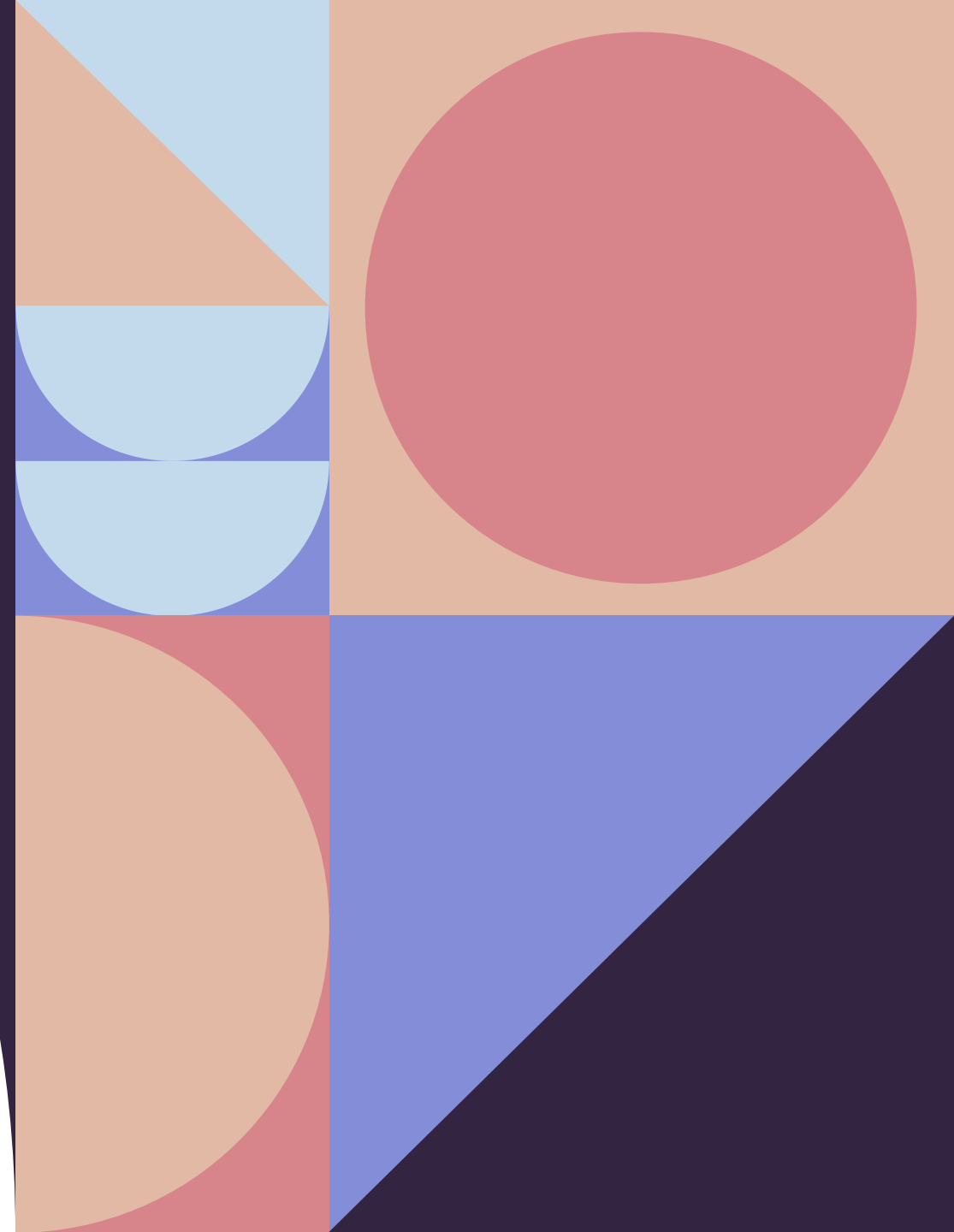
# **Using Data In Your Grant Applications**



**Data is critical to a successful grant application. It gives context to your work and further illustrates your success while recognizing there is still room to grow.**

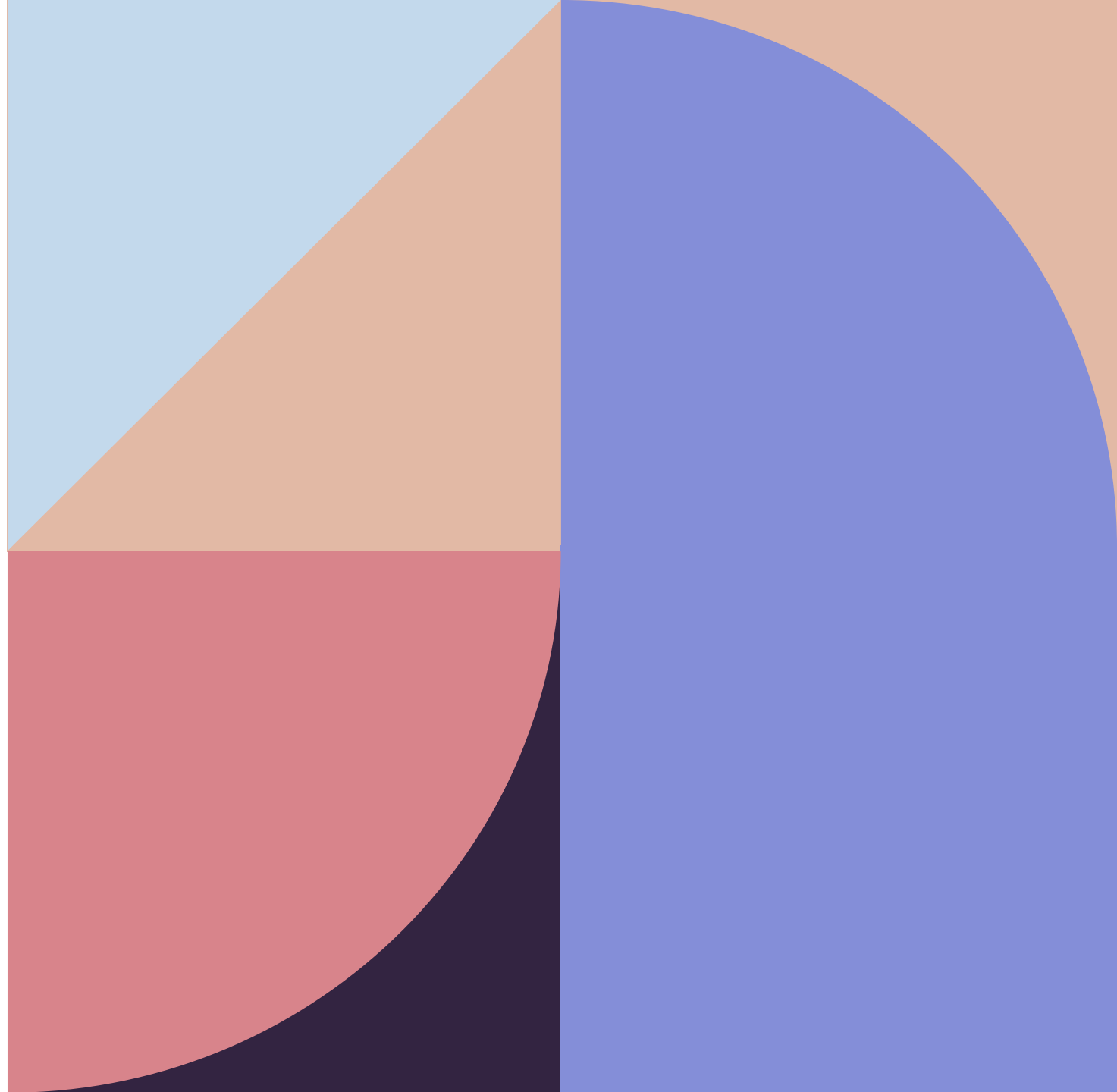
# Use Your Own Data As Much As Possible

- Use Historical Data - It's important to illustrate what you've been doing and what you can accomplish.
- Give baseline data (especially for new projects).
- Using National or Statewide data can be helpful to give context and scope of your work, but it should not be the prominent or only data used.



# Use Data That Is Relevant

Use data that is relevant to your goals and organizational mission, but do not only point out all the faults and challenges of the population you want to serve/help/uplift.





# **Using Data In Your Grant Applications**

***Common Data Mistakes and Pitfalls***

# Sources

"According to the Census Bureau, 18% of our county's population is under 18 years old."

"The county that we receive the most referrals from has an average household size of 2.22 people."

Year?

"There were 391,098 children/youth in foster care at the end of FY21."

Federal? State?

–

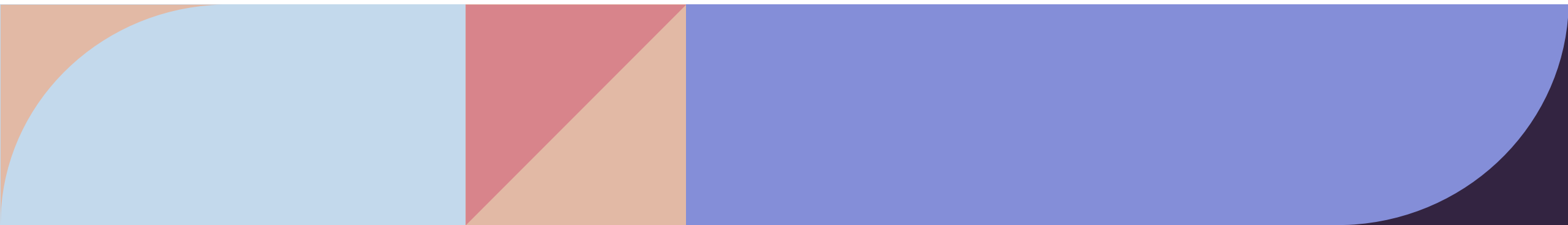




# Sources

## Use Footnotes and/or URL-Website Links

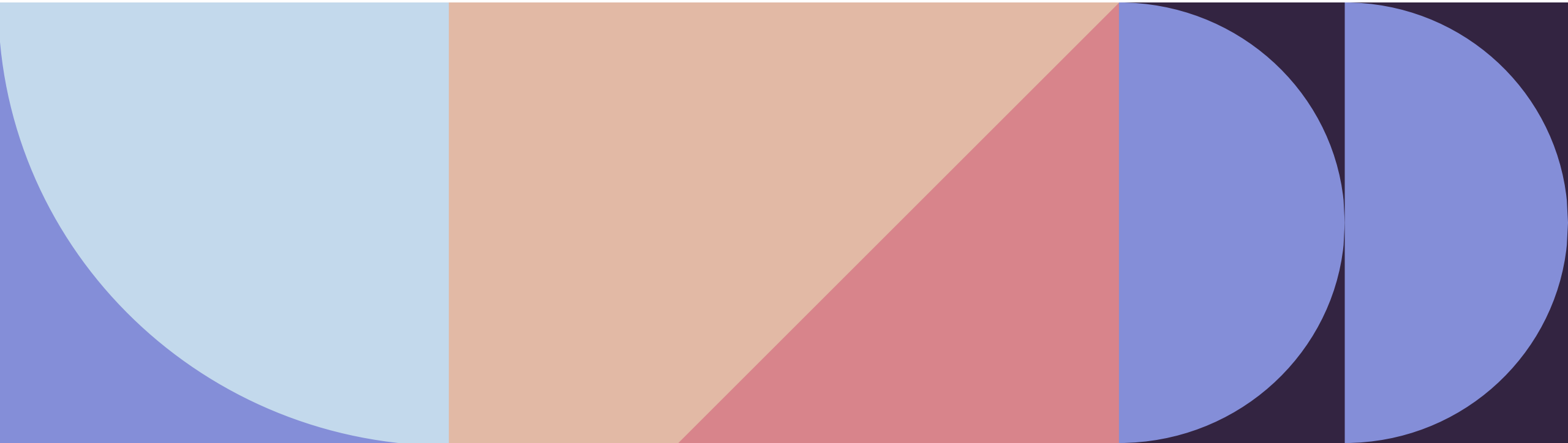
- <https://www.census.gov/quickfacts/fact/table/worcestercountymaryland,baltimorecountymaryland,talbotcountymaryland/PST045223>
- [1]Washington, D.C.: U.S. Dept. of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau; 2021.  
<https://www.acf.hhs.gov/cb/report/afcars-report-29>



# If you start with **Calendar Year (or Fiscal Year)...Stick With It**

Don't Mix Calendar and Fiscal Year Data.

If you must, make sure it is Very Clear which one you're referring to.





<b>Statistical Overview</b>					
<i>Yellow cells are formula driven and are locked.</i>	QTR 1	QTR 2	QTR 3	QTR 4	YTD
<b>A. Participation</b>					
<b>1. Youth Participants</b>					
a. Total number of youth referrals	97	112			209
b. Referral Source	97	112	0	0	209
1	12	15			27
2	60	53			113
3	7	14			21
4	18	24			42
	0	6			6
<i>Please Specify Other Below:</i>					
<b>2. Youth who Participated in sessions</b>					
a. Total number of youth volunteers.	81	89			170
<b>B. Sessions</b>					
<b>1. Sessions</b>					
a. Number of sessions scheduled.	60	60			120
b. Number of sessions held.	57	55			112

"Over 200 youth have participated in our program so far this year."

It could say ... "We have had over 170 youth participants so far this year."

or

"Over 200 youth have been referred to our program this year. "

Your quarterly report should not contradict what you say in your grant application. Both are reviewed as a part of the Grant Review Process.

I. Children				
A. Served				
1. Children with a volunteer on the first day of the quarter. <i>(Volunteer was assigned in a previous quarter. Include staff who are assigned, serving and counted as a volunteer.)</i>	89	94	95	0
2. Children who received a volunteer assignment during the quarter.	9	8	0	0
a. Number of "new" children assigned. <i>(Includes children assigned to volunteers or staff assigned, serving and counted as a volunteer)</i>	7	5		
b. Number of children "re-assigned." <i>(These are children who were previously assigned to a volunteer or staff member/volunteer* and later re-assigned to a different volunteer or staff member/volunteer.)</i> <i>*Includes <u>only</u> staff who serve as volunteers on their personal time.</i>	2	3		
3. Total program and court closures.	2	4		
4. Children with an assigned volunteer on the last day of the quarter.	94	95		
6. Total number of <i>(unduplicated)</i> children served by volunteers so far this fiscal year.	96	101	101	101
a. Average months in care	45.0	43.5		
b. Average months assigned to a CASA volunteer	13.0	14.2		
c. Number of children who have a permanency plan of "APPLA" including Concurrent Plans. <i>(YTD will autofill with the average for the year)</i>	26	19		
d. Average age of the children	15.0	12.6		

"Over 100 children (youth) currently have an assigned volunteer."

It could say ... "We have served over 100 children so far this year."

Your quarterly report should not contradict what you say in your grant application. Both are reviewed as a part of the Grant Review Process.

# Do The Math/Check Your Work

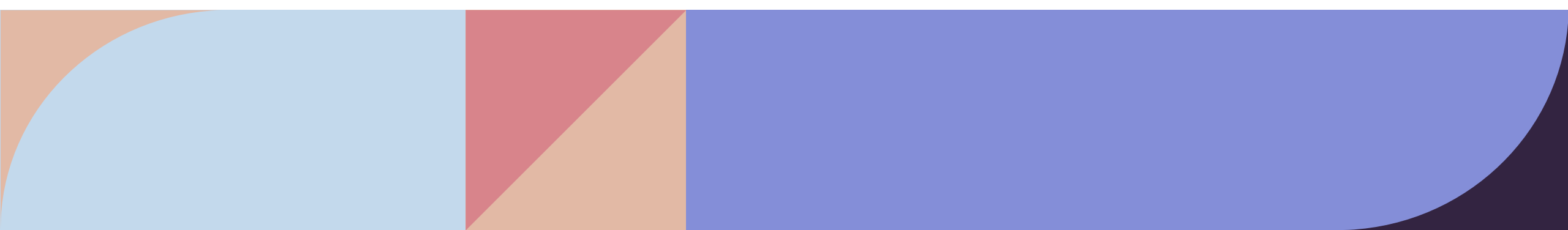
"This year we served 90% of those who requested services."

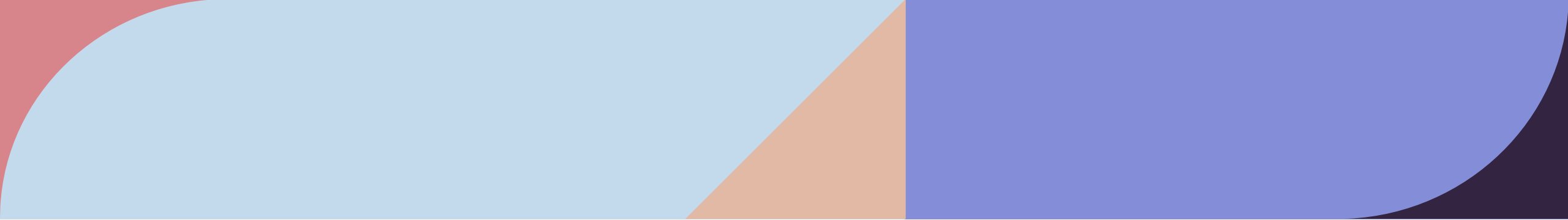
"Our organization has had 1,500 new inquiries and was able to serve 1,210 clients."

$$1,210/1,500 = 80.6\%$$

(should be 1350 if 90% is correct)

This is still great, but make sure all your statements equal the same percentage. If they don't, give an explanation.



- 
- “Sometimes”, “Often”, “Occasionally” - **if possible, give an example**
  - “We plan to review..”, “research”, “investigate”, “look into” - **How? Why? Timeframe?**
  - “Many”, “Several”, “a few ” - **How many? Use an approximation if you don't have the data completed.**