Overview: Harm Reduction Coalition is the lead organization for the Support Harm Reduction & Community Education component of the HepConnect Initiative, supported by Gilead Sciences. Whether this is the first grant you’ve ever written or you’re a seasoned development team member, we have some suggested guidance to the approach for developing your proposal. We’ve included a few questions below for you to ask yourself and your team, and a suggested worksheet template to get really clear about what you’re proposing and the potential impact. This is not a required document and will not be submitted as part of the proposal -- it is a tool to support your organization in the planning and conceptualization of your project.

The overarching goal of the project is to advance hepatitis C prevention for people who inject drugs by expanding harm reduction services and education through grant-making and technical assistance. There are two funding categories to support new or expanded harm reduction services (“Provide”) and/or to expand community education to build support for harm reduction in your community (“Educate”).

Questions for you and your team:

1. Who is included in our process of developing these projects? How can people who are directly impacted -- including outreach staff, volunteers, people who use drugs, community you wish to reach through educational initiatives -- be included in the process of developing this project?
2. How is our project advancing health equity and racial justice in our work? Look around the room - who else should be part of this process to support our planning to include a variety of perspectives?
3. What is the greatest need in our community when it comes to preventing hepatitis C infections and expanding harm reduction services/education? What can our organization do about that? Are there other organizations we should partner with if we don’t have the capacity/skills/Scope of our mission? We don’t need to do it all and partnerships are important!
4. What is the greatest need our organization has right now that this funding opportunity can address? How do we know it’s a need?
5. Thinking about our existing budget and capacity, where are the gaps? Can this opportunity fill some of those gaps?
6. If we received the full amount of funding, how would that impact our staffing capacity? Do we have the support - including financial and administrative structures - in place to effectively manage the full amount of our request?
7. What would we want to learn through this process? How would we create space and time to bring people together over the course of the project to check in?
Development a Project Overview

One of the biggest challenges of writing a grant is trying to maintain holding a big vision for the project while being concise about what the project is, who it will impact, and what you expect to accomplish. Fill out this worksheet before you start writing your narrative proposal and after you’ve consulted and collaborated with people who need to be included in the process.

- Our organization’s primary focus is to ________________.
- The opportunity we see in our community with respect to preventing hepatitis C and expanding harm reduction services and/or education is to ________________, ________________, and ________________.
- A barrier/gap in our community with respect to preventing hepatitis C and expanding harm reduction is ________________ so we need to ________________ to impact ________________.
- We are requesting funding to ________________, ________________, and/or ________________ so we can ________________.
- Our three main goals of the project are to ________________, ________________, and ________________.
- The primary geographic area to be served through this project ________________.
- We expect that we’ll reach new/existing groups ________________.
- What we need to achieve our goals includes ________________, ________________, and ________________.
- We’ll know we’re successful if we ________________, ________________, and ________________ at the end of the grant period.

Do you have a solid paragraph worth of content? You’ve just written your project overview! Now check back with your team to be sure this reflects what everyone’s understanding of the project is so it’s clear and it’s a team effort.