California Harm Reduction Initiative

to Expand Harm Reduction Support and Services

PLANNING WORKSHEET (Optional)

Overview: Harm Reduction Coalition is the lead organization for the California Harm Reduction Initiative (CHRI), supported by the California Department of Public Health, Office of AIDS. The overarching goal of the project is to increase the human resources capacity of SSPs to expand the range, reach, and quality of harm reduction services, and to establish and enhance collaborations between SSPs and other medical, social service, and substance use disorder treatment providers (“partner organizations”). Harm Reduction Coalition and will achieve this through grant-making and technical assistance.

Whether this is the first grant you’ve ever written or you’re a seasoned development team member, we have some suggested guidelines 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. Harm Reduction Coalition is also collaborating with an independent Grant Writing Coach Consultant to assist all interested programs throughout the proposal process. This resource is available to provide feedback, consultation, and insights into the grant writing process. The Grant Writing Coach Consultant will NOT be writing, editing, or reviewing proposals for agencies. Please email CHRI@harmreduction.org with any questions or to be connected with the coaching consultant. It is strongly recommended that you think through these questions prior to speaking with the Grant Writing Coach Consultant.

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, and the 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 centering 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? How does the demographic composition of your staff and volunteers mirror (or not) the communities you serve?

3. What is the greatest need in our community when it comes to expanding harm reduction services and deepening engagement and access to other social services, specifically substance use disorder treatment programs? What can our organization do to deepen our engagement with clients? Are there other organizations we should partner with if we don’t have the capacity/skills/scope of our mission? What can our organization do to build deeper relationships with other service providers? 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?

Have you completed these questions? Now you can move onto the worksheet to start writing out the overview of your project based on what your team discussed!

**Developing a Project Overview**

One of the biggest challenges of writing a grant is trying to maintain 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 ________________.
- The opportunity we see in our community with respect to expanding harm reduction services and deepening engagement and access to other social services is to ________________, ________________, and ________________.
- A barrier/gap in our community with respect to expanding harm reduction and deepening engagement and access to other social services 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.