

Grant Proposal – How To Guide

Listed below are the required components, followed by a description of each component. The entire request should be no more than four (4) pages in length.

- Project Title And Summary
- Organizational Background
- Problem Identification
- Targets
- Objectives
- Strategies
- Budget Proposal / Budget Narrative
- Evaluation
- Cost Assumption

Project Title And Summary

Select a name for the proposed project. The summary should provide a clear and concise overview of the request. It should appear at the beginning of the proposal, although it will be the last item completed during preparation. The summary should include the following:

- Identification of the applicant/organization.
- The reason for the project, the issue, problem, or need to be met.
- The target of the project.
- The objectives to be achieved.
- The kinds of strategies/activities to be conducted to accomplish the objectives.
- The total cost of the project, funds already committed, and the amount requested in the proposal.

Organizational Background

This section is one or two short paragraphs of background information and history to provide credibility about the applicant's organization.



Problem Identification

Problem identification is a critical part of the proposed project. It represents the justification for the proposal and focuses on the conditions the applicant wishes to change. Problem identification looks at a particular situation and identifies causes for the problem. <https://dot.nebraska.gov/safety/hso/grants/>

- Include five (5) years of baseline information. Data may include: statistics on crashes, injuries, fatalities, DWI and moving violation contacts, specific time periods, roadway types, driver age, or other crash-related statistics that support the problem. Crash statistics summarized by county are available on the HSO website. See HSO website for a breakdown of 5 years of baseline data by State and County at: <https://dot.nebraska.gov/safety/crash/> under NE State/County – Traffic Records Data 2019-2023 (As available data is updated, targets may be modified, but approved activities will not be required to change.)
- Identify the cause of the problem. Be specific.
- Identify the targeted population (i.e., drivers ages 16-20).

Targets

The anticipated long-term results of the project must influence one or more of the specific emphasis areas. The target(s) should be written to coincide with the HSO Statewide FY2026 Emphasis Area Targets.

The Emphasis Areas and Targets are:

- Overall Emphasis Area: Fatal, A and B Injury Crashes
Target: To decrease the increasing trend of fatal, A, and B crashes by maintaining a constant trend of 5,539 (2020-2024 rolling average) through December 31, 2026.
Target: To decrease the increasing trend for traffic fatalities by maintaining a constant trend of less than 235 (5-year rolling average in 2020-2024) through December 31, 2026.

- **Emphasis Area: Alcohol-Impaired Fatal, A and B Injury Crashes**
Target: Reduce alcohol-impaired fatal, A, and B crashes by 8.1 percent from 346 (2020-2024 rolling average) to 318 by December 31, 2026 and by 20.7 percent to 274 by December 31, 2026.
- **Emphasis Area: Occupant Restraint Use**
Target: To maintain the increasing trend of statewide observed seat belt use of front seat outboard occupants in passenger vehicles by maintaining a constant trend of 80.2 percentage points (5 year rolling average in 2020-2024) through December 31, 2026.
- **Emphasis Area: Speed-Related Fatal, A and B Injury Crashes**
Target: To decrease the increasing trend of speed-related fatal, A, and B crashes by maintaining a constant trend of 446 (2020-2024 rolling average) through December 31, 2026.
- **Emphasis Area: Youth-Involved (age 20 and under) Fatal, A and B Injury Crashes**
Target: To decrease the increasing trend of youth-involved fatal, A, and B crashes by maintaining a constant trend of 1,328 (2020-2024 rolling average) through December 31, 2026.
- **Emphasis Area: All Other Factors - Fatal, A and B Injury Crashes**
Target: To decrease the increasing trend of all other fatal, A, and B crashes by maintaining a constant trend of 4,748 (2020-2024 rolling average) through December 31, 2026.
(Injury type: A – disabling; B – visible but not disabling)

Objectives

In order for any project to be successful, it must contain measurable results. The most useful objectives tell who is going to be doing what, by when, and by how much. These funded activities should be measurable. **DO NOT USE STRATEGIES.**

- Describe objective(s) to address the problem.
- Use actual numbers (baseline data) to support percentages.

Strategies

The next step is to identify the strategies (activities) used to achieve the objectives. The strategies should flow naturally from the problems and implement the objectives.

- Clearly describe the activities.
- List activities in sequence.
- Present reasonable activities that can be accomplished within the time allotted for the project and include completion dates.

Budget Proposal/Budget Narrative

The proposed budget for the project is an estimate but should be as specific as possible in identifying cost items.

Examples of estimated costs for a project proposal include: costs of materials acquired and consumed specifically for the purpose of the contract, telephone added as part of the project, printing, postage, office supplies, costs of office space and special equipment added as part of the project. Materials, advertising and activities must directly relate to the project objectives offering incentives or encouraging the target audience to adopt specific practices.

Avoid using the terms miscellaneous or etc. Include a budget narrative that explains each item listed in the budget proposal.

- Estimate the costs of the project as accurately as possible.
- Include reasonable, necessary, and appropriate costs.
- Justify the costs to anticipated results.
- Provide a budget narrative for each cost listed including out-of-state travel.

Evaluation

Comprehensive evaluation involves an analysis of whether the project has achieved its stated objectives. It also involves an analysis of the role project activities have played in the accomplishment of those objectives.

- 1) Administratively evaluate measured/planned activities.
- 2) Each objective must be evaluated to determine success.
- 3) Compare pre- and post- project activities.

Cost Assumption

This is an important item on the application because federal highway safety funds are intended as seed money to start worthwhile activities which will be continued after federal funding assistance is terminated.

The applicant/organization must provide a long-term cost assumption plan outlining how the project activity will be continued. Continuation of project activity may be accomplished with other funding and/or additional agencies' efforts.

- Describe the agency's resources to match funding.
- Provide a matching plan for requested federal funds.
- Describe how the project will reach self-sufficiency.

Checklist

- Your Grant Contract Proposal Cover must be completed including ALL required signatures and submitted with the application.
- Your Grant Proposal
- Your agency's current Drug-Free Workplace Policy and Seat Belt Use Policy
- Submit to ndot.hso@nebraska.gov or mailed to the address below:

***NDOT Highway Safety Office
1500 Nebraska Parkway
Lincoln, NE 68502***