

Appendix II: Guidance for Applicants

Elements of a Successful Application

An achievable and practical plan. Feasibility is a threshold criterion – a proposal must be judged as feasible to be funded. Applicants should focus on three issues related to feasibility:

1. Benefit to client population - how the grant funds would be used to provide effective and efficient disaster related services to the designated client population;
2. Realistic budget - one that is appropriate to the tasks proposed, sufficiently detailed so that reviewers can easily understand the relationship of items in the budget to the project narrative, sufficiently flexible so that it can be modified to reflect changes in technology and opportunity; and
3. Work plan implementation - the major steps, and time frames for implementation, that will be undertaken to achieve the project goals and objectives.

Available resources. In assessing the qualifications of the project team, reviewers will assess the extent to which the applicant has the resources, expertise, and experience necessary to undertake, evaluate, and complete the project and disseminate results within the proposed period.