



Division of Transportation Planning

Fiscal Year 2015-2016 Transportation Planning Grants

*Strategic Partnerships  
Sustainable Communities*

## **TIPS & POINTERS FOR WRITING A SUCCESSFUL GRANT APPLICATION**

- ✓ Read the *entire* Grant Application Guide.
- ✓ Consult with your District representative for technical assistance.
- ✓ Use the Samples and Checklists provided for the Application, Scope of Work, and Project Timeline.
- ✓ Include Caltrans as active partner in the study.
- ✓ Overall Grant Application: Clearly demonstrate how the project promotes State and Federal Transportation Planning Goals, *without stating the goals verbatim*. Also demonstrate how the project fits the appropriate Grant Specific Objective.
- ✓ Project Summary: Concisely describe the project, in less than 100 words. Explain, “*Who, what, when, where, and why.*”
- ✓ Project Justification: Clearly define and explain the transportation problem or deficiency that the project will attempt to address. Why is it critical to address the problem now? Make the case for a critical need that the project will address.
- ✓ Scope of Work: The grant application no longer has sections for project area demographics, public participation, and project implementation; ensure these sections are incorporated in the scope of work.
- ✓ Project Timeline: Identify the current indirect cost rate *if* indirect costs will be sought for reimbursement. Since indirect cost rates will not be approved until fiscal year 2015-2016, the rate will be an estimate based on the currently approved rate.
- ✓ Keep administrative project tasks below 5 percent of the grant amount requested.
- ✓ Ensure the appropriate minimum local match amount, calculated as a percentage of the total project cost (grant plus local match), is provided.