



RBW Strategy | Preliminary Estimation of Effort: Government Grant Application Submissions

I. Application Components Overview:

Time Estimation Low: If the applicant has relevant core language on hand along with necessary attachments (e.g., budget, letters of support, etc.) then time estimations are for formatting these documents to funder requirements.

Time Estimation Medium: Estimation factors in developing narrative with current information, formatting attachments to funder requirements, and compiling any documents that are not currently on hand. This will require some Project Management.

Time Estimation High: Estimation is for cases where the applicant has a limited amount or none of the required information drafted and a minimal number of the necessary attachments. This requires extensive Project Management as many of the necessary documents will need to be generated from scratch.

II. Application Support Components:

Application Area	Component	Low Effort**	Medium Effort**	High Effort**	Notes
Application Development	Strategy and concept refinement	30 min – 1 hr	1 hr – 2 hours	2 hrs – 6 hrs	Low end: if the concept is already developed and consultant provides support to tailor to existing opportunity. Medium/High End: More support needed if the concept is not refined, and additional strategic guidance is required.
Application Development	Narrative development <i>(this is based on a 20-page narrative)</i>	10 hours – 15 hours	15 hours – 30 hours	30 hrs – 60 hrs	Low end: if written predominantly by staff or if consultant has access to high level of detail. Medium/High End: Factors in the time it takes to retrieve programmatic and organizational information, additional research, and apply these to drafting.
Attachments	Budget Narrative	30 min – 45 min	1 hr	2 hr+	A written translation of the budget, the more familiar with the budget the consultant is the less time this will take.
Attachments	Standard Webforms and Required Grant Forms	~ 1 hr	1 hr – 3 hrs	3 hrs+	Low End: Consultant uploads or conducts compliance check, but organization completes these forms. Medium/High End: Consultant takes lead to

Application Area	Component	Low Effort**	Medium Effort**	High Effort**	Notes
					complete some or all the forms.
Attachments	Other Required Attachments (CVs, job descriptions, organizational chart)	2 hrs – 4 hrs	4 hrs – 6 hrs	6 hrs +	Low End: Consultant uploads or conducts compliance check, and consolidates attachments but organization completes these attachments. Medium/High End: Consultant takes lead to complete some or all the attachments.
Project Management	Communications	1 hr/week	1 hr – 2 hrs/week	2 hrs+/week	Low End: Weekly status calls; Medium/High End: Additional calls to discuss narrative, attachments, budget, and other relevant items.
Project Management	Task Matrix	2 hrs – 4 hrs	2 hrs – 4 hrs	2 hrs – 4 hrs	Low/Medium/High End: Development of task matrix and review of core components by an additional consultant for completeness.
Project Management	Compliance Check	N/A	2 hrs – 4 hrs	4 hrs – 6 hrs	Low End: No final compliance check requested by consultant. Medium/High End: Additional review to match application responses to criteria outlined in the notice of grant award.
Project Management	Submission Prep	1 hr	1 hr – 3 hrs	3 hrs – 5 hrs	Low End: Organization manages the submission with consultant providing as-needed support, and completes registration through relevant sites (Grants.gov, SAM.gov). Medium/High End: Consultant provides support with registration, outreach to agency with technical questions, and submission preparation/ uploading all files.
TOTAL HOURS ESTIMATED		Low Effort = 24 hours – 31 hours	Medium Effort = 35 hours – 57 hours	High Effort = 65 hours – 120 hours	

*** These are approximations based on RBW Strategy's experience providing support to organizations on government grants. A more refined scope and budget for this support will be developed with the organization directly. It is also assumed that this is a 20-page narrative that will be completed within a four-week period. Partner involvement is also a factor including added attachments, budget/subaward coordination, and institutional approvals.*