INTRODUCTION TO GRANT WRITING

January 9, 2024

NMGA
NEW MEXICO GRANT ADMINISTRATION

United Way of North Central New Mexico
Serving Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia counties

United Way

Agenda

1. Identify the Appropriate Grant Opportunity

2. Resources to Search for Grant Opportunities

3. Break Down the Opportunity Announcement

4. Create a Grant Application Development Plan

5. Strategies and Tools for Developing Grant Applications
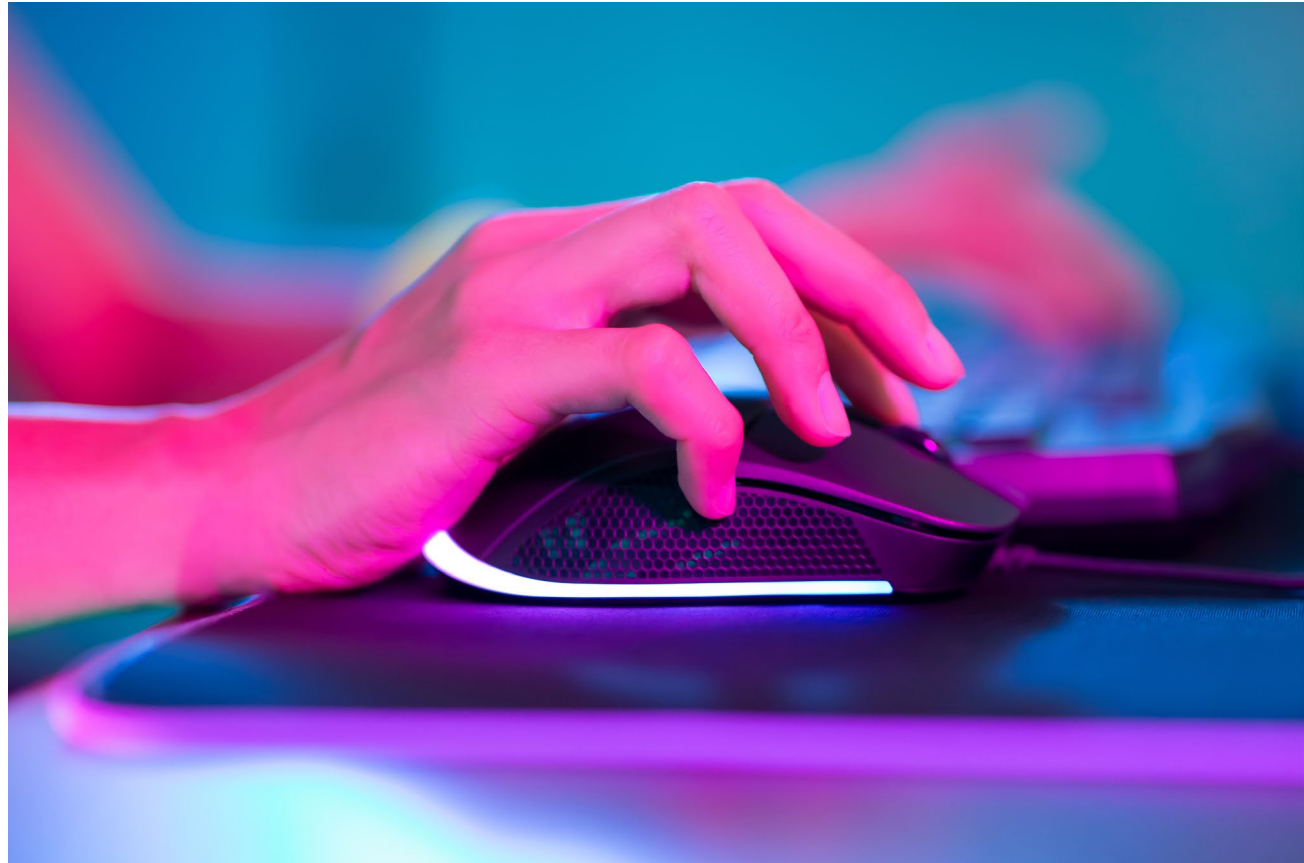
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Identifying the Appropriate Grant Opportunity

Federal

State

Private

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Resources to Search for Opportunities

- **Grants.gov**

- **NMEDD**

- **Grant Plant**

- **NMGA**

- **IRS 990 Search**

- **Paid Services**

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NM GRANT ADMINISTRATION   GRANT OPPORTUNITIES   SERVICES   RATES   ABOUT   CONTACT

Grant Opportunities

Native American Library Services Basic Grant

1/5/2024   **0 Comments**

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- Instrumentl

- Candid

- Grant Forward

- Grant Watch

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Breaking Down the Opportunity

✓Deadline and Timeline

✓Mission, Objectives, & Priorities

✓Eligibility

✓Funding Amount and Performance Period

✓Application Components

✓Compliance and Reporting Requirements

Program Name
Project Name

Deadline: Day, Date, @ Time

Match/Cost Share:

Funding Amount:

Project Timeline:

Program Description:

Goals

Objectives
  •

Application Components
  ☐ Project Abstract
  ☐ Project Narrative
  ☐ Budget Worksheet & Narrative
  ☐ Project Timeline
  ☐ Letters of Support

Scoring Rubric

Category	Points
Statement of Problem	
Project Design & Implementation	
Capabilities & Competencies	
Plan for Collecting Data	
Budget	

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Create a Grant Application Development Plan

Application Development Workplan and Timeline

ACTIVITY	RESPONSIBLE PARTY	DATE or DEADLINE
Initial Grant Proposal Meeting	Talal	Monday, 3/5/24
Email Project Ideas and Information to Talal	Elena	Friday, 3/9/24
Email List of Partner Organizations and Roles to Talal	Elena	Monday, 3/12/24
Email Initial Draft Narrative to Elena	Talal	Thursday, 03/17/24
Email Initial Draft Budget to Elena	Talal	Monday, 03/17/24
Meeting to Discuss Draft Narrative and Budget	Elena & Talal	Monday, 03/21/24
Email Demographic Information to Talal	Anna	Wednesday, 3/23/24
Email Letters of Support to Talal	Anna	Wednesday, 3/23/24
Submit Final Proposal & Budget for Review/Approval	Talal	Friday, 3/25/24
Submit Just Grants Application	Talal	Monday, 03/28/24

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Create a Grant Application Development Plan

Application Checklist

- ☐ **Grant Cover Page**

- ☐ **Grant Application Checklist**

- ☐ **Grant Proposal** (*inclusive of RFA sections outlined*)
  - I. *Project Narrative*
  - II. *Project Budget and Budget Narrative*
  - III. *Organization, Experience, and Qualification of Applicant*
  - IV. *Personnel*
  - V. *Letters of Support*

- ☐ **IRS W-9 Form***

- ☐ **DC Office of Tax and Revenue (OTR) Clean Hands** (*issued between 8/5/19 – 10/4/19*)

- ☐ **DCRA – Certificate of Good Standings** (*issued between 8/5/19 – 10/4/19*)

- ☐ **Statement of Certification***

- ☐ **Tax Certification Affidavit***

- ☐ **Business License and or IRS determination Letter**

- ☐ **Ethics and Accountability Statement***

- ☐ **Required Financial Documents Statement***

- ☐ **Insurance Policy Affidavit***

- ☐ **EEO Policy Commitment***

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5. **Strategies and Tools for Developing Grant Applications**

Strategies and Tools for Developing Grant Applications

- Plan, prepare, organize and delegate

- Establish a relationship with the funder

- Be concise, provide details, and tell a story

- Get an outside opinion

QUESTIONS?

Contact:

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