



INTRODUCTION TO GRANT WRITING

January 9, 2024



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



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

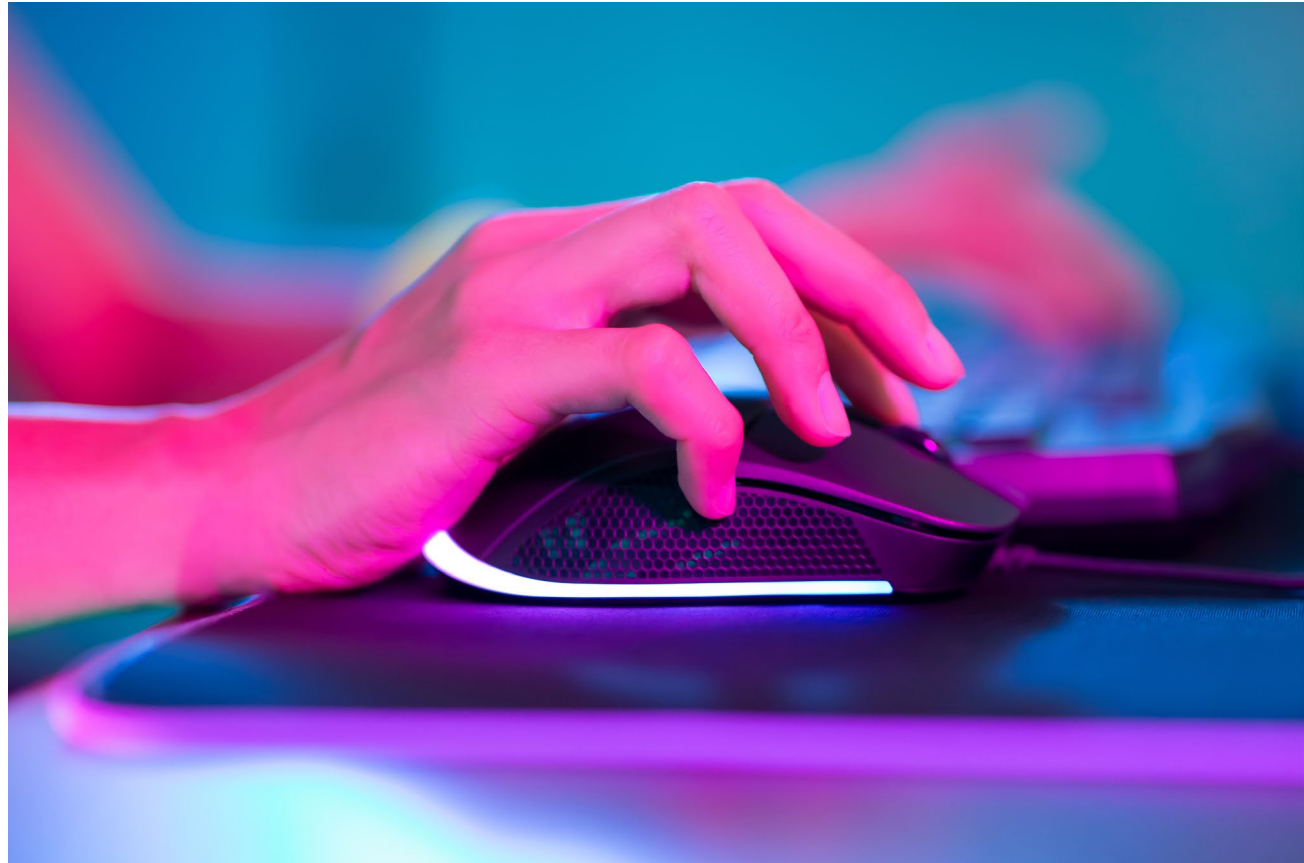


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Resources to Search for Opportunities

- Grants.gov
- NMEDD
- Grant Plant
- NMGA
- IRS 990 Search
- Paid Services



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SEARCH GRANTS

BASIC SEARCH CRITERIA:
 Keywords:
 Opportunity Number:
 CFDA:

OPPORTUNITY STATUS:
 Forecasted (131)
 Posted (845)
 Closed (1,068)
 Archived (13,258)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Cooperative Agreement (43)
 Grant (845)
 Other (6)
 Procurement Contract (3)

ELIGIBILITY:
 Individuals (25)
 Native American tribal governments (Federally recognized) (788)
 Native American tribal organizations (other than Federally recognized tribal governments) (748)
 Nongroups having a 501(c)(3) status with the IRS, other than institutions of higher education (842)

CATEGORY:
 Affordable Care Act (1)
 Agriculture (2)
 Arts (see "Cultural Affairs" in CFDA) (11)
 Business and Commerce (7)

AGENCY:
 All Department of Agriculture (USDA) (49)
 All Department of Commerce (DOC) (64)
 All Department of Defense (DOD) (89)
 All Department of Education (ED) (148)
 All Department of Energy (DOE) (37)
 All Department of Energy - Office of Science (FRANS) (12)

SEARCH RESULTS TABLE:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
SFCP0001010	Fellowship for Counter Smuggling in Support of U.S. Security and Nonproliferation Projects	DOJ-ISH	Posted	01/02/2024	01/24/2024
DE-FOA-0001270	Request for Information: Supercritical Carbon Dioxide-Based Turbomachinery for Concentrating Solar-Thermal Power Plants	DOE-GFO	Posted	12/20/2023	01/31/2024
SFCP0001272	Phragray Alumni Engagement Innovation Fund 2024	DOJ-FNY	Posted	12/19/2023	02/05/2024
PAR-23-315	Geroscience Course (R25 Independent Clinical Trial Not Allowed)	HHS-NIH11	Posted	12/19/2023	02/14/2024
HRSA-24-104	Service Area Competition-Additional Area	HHS-HRSA	Posted	12/19/2023	02/20/2024
POL-FRANCE-FY2024-01	2024 Alumni Engagement Innovation Fund (IEIF 2024)	DOJ-FRA	Posted	12/21/2023	02/21/2024
F2AS00003	F2AS00003 - NMWCA 2025-1 US Standard Grants	DOI-FWS	Posted	12/18/2023	03/23/2024
ED-GRANTS-0102943-002	Personnel Development to Improve Services and Results for Children with Disabilities--Doctoral Training Consortia Associated with High-Intensity Needs, Assistance Listing Number (ALN) 84.325H	ED	Posted	01/03/2024	03/04/2024
20240313-0P	Fellowships Open Book Program	NEH	Posted	12/22/2023	03/13/2024
F2AS00016	FY2024 ABPP - Preservation Planning Grants	DOI-HPS	Posted	12/19/2023	03/14/2024
PEPFR-24-2025-SMALL-GRANTS	PEPFR Zambia 2025 Small Grants MOFO	DOJ-ZAM	Posted	01/02/2024	03/25/2024
PD-FY24-01	U.S. Embassy Mexico City PD Annual Program Statement	DOJ-MEX	Posted	12/26/2023	03/25/2024
R04-NR-24-003	Clinical Community Linkages to Address Unmet Social Needs and Adverse Social Determinants of Health to Advance Health Equity among Populations Experiencing Health Disparities: The Bridge-to-Care Initiative (R01 Clinical Trial Optional)	HHS-NIH11	Posted	12/18/2023	03/22/2024
HRSA-24-048	Autism Field-Initiated Innovative Research Studies (Autism FIRSI)	HHS-HRSA	Posted	01/04/2024	04/03/2024
EPA-RECOMPETE/PHASE2-2023	FY 2023 Distressed Area Recompete Pilot Program Phase 2	DOC-EDA	Posted	12/20/2023	04/25/2024
LBN-PDS-2024-APS	U.S. Embassy Beirut, Lebanon PDS Annual Program Statement	DOJ-LBN	Posted	01/01/2024	06/21/2024
LOME-FY2024-APS-0001	U.S. Embassy Lome Public Diplomacy Annual Program Statement	DOJ-TGO	Posted	01/05/2024	07/31/2024
R04-DA-25-001	Chemical Probes and Drugs for Modulating HIV Transcription in the Context of Substance Use Disorders (R01 Clinical Trial Not Allowed)	HHS-NIH11	Posted	12/20/2023	08/13/2024
R04-DA-25-008	Chemical Probes and Drugs for Modulating HIV Transcription in the Context of Substance Use Disorders (R21 Clinical Trial Not Allowed)	HHS-NIH11	Posted	12/20/2023	08/13/2024
PDS-CSE-APS-FY24-0001	U.S. Embassy Oslo-Public Diplomacy Section (PDS) Annual Program Statement	DOJ-NOR	Posted	01/05/2024	09/26/2024
PDS-OTTAWA-FY24-APS01	U.S. Embassy Ottawa, Public Diplomacy Section, Annual Program Statement	DOJ-CAN	Posted	01/02/2024	09/30/2024
R04-DC-24-001	NIODK Research Opportunities for New Investigators to Promote Workforce Diversity (R01 Clinical Trial Optional)	HHS-NIH11	Posted	12/20/2023	02/06/2025
R04-24-014	NIODK Education Program Grants (R25 Clinical Trial Not Allowed)	HHS-NIH11	Posted	12/20/2023	01/30/2026
PAR-24-080	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	01/01/2024	11/12/2026
PAR-24-081	NCCIH Multi-Site Feasibility Clinical Trials of Mind and Body Interventions (R01 Clinical Trial Required)	HHS-NIH11	Posted	12/20/2023	11/17/2026
PAR-24-086	Investigator-Initiated Clinical Trials of Complementary and Integrative Interventions Delivered Remotely or via mHealth (R01 Clinical Trial Required)	HHS-NIH11	Posted	12/20/2023	11/17/2026
PAR-24-075	Stephen I. Katz Early Stage Investigator Research Project Grant (R01 Clinical Trial Not Allowed)	HHS-NIH11	Posted	12/22/2023	12/28/2026
PAR-24-010	Stephen I. Katz Early Stage Investigator Research Project Grant (R01 Basic Experimental Studies with Human Required)	HHS-NIH11	Posted	12/21/2023	12/28/2026
PAR-24-085	National Cancer Institute's Investigator-Initiated Early Phase Clinical Trials for Cancer Treatment and Diagnosis (R01 Clinical Trial Required)	HHS-NIH11	Posted	12/15/2023	01/07/2027
PAR-24-084	Feasibility Clinical Trials of Mind and Body Interventions for NCCIH High Priority Research Topics (R04 Clinical Trial Required)	HHS-NIH11	Posted	12/20/2023	11/13/2027



Resources to Search for Opportunities

- Grants.gov
- **NMEDD**
- Grant Plant
- NMGA
- IRS 990 Search
- Paid Services

The screenshot shows the EDD website with the following elements:

- Header:** EDD logo and navigation menu: Why New Mexico? Business Resources Communities Press Page Data & Publications About Us
- Stay Informed!:** Sign up to get our Weekly Resource Wrap-Up, press releases, webinar announcements, and more. Includes an email input field and a 'Sign up!' button.
- Quick Links:** FUNDIT, New Mexico Border Authority, New Mexico Film Office (NMFO), New Mexico MainStreet, New Mexico Partnership, Outdoor Recreation Division (ORD), Spaceport America
- Footer:** New Mexico Economic Development Department contact info, EDD logo, mission statement, and language selector (English).

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The screenshot shows the website for The Grant Plant Inc. The header includes the logo and tagline "TO PLANT TODAY IS TO BELIEVE IN TOMORROW" on the left, and navigation links "Grant Services", "Find a Grant", "Meet Us", "Blog", and "Contact Us" on the right. The main content area features a date "December 18, 2023" above a photograph of a small green plant in a wooden pot sitting on a laptop keyboard. Below the photo is the title "Grant Watch: Week Ending in 12/15/2023" and a short introductory sentence: "The Grant Plant routinely reviews funder websites and notices and is pleased to share". To the right of the main content is a sidebar with a "SEARCH" box, a section titled "Grassroots. Planted. | THE GRANT PLANT BLOG", and a list of "Grant Watch" posts with their respective dates: "Week Ending in 12/15/2023" (Dec 18, 2023), "Week Ending in 12/08/2023" (Dec 11, 2023), "Week Ending in 12/01/2023" (Dec 4, 2023), and "Week Ending in 11/24/2023" (Nov 27, 2023). At the bottom of the sidebar is a section for "ARTICLES BY TOPIC" with links for "COVID-19", "Federal Grants", "Funder Relations", "Grant Writing", and "Grants Watch".

Resources to Search for Opportunities

- Grants.gov
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The screenshot shows the website for the New Mexico Grant Administration. The header includes the text "NM GRANT ADMINISTRATION" and a navigation menu with links for "GRANT OPPORTUNITIES", "SERVICES", "RATES", "ABOUT", and "CONTACT". A search icon is also present. The main content area features a large image of ancient stone ruins at dusk, with the text "Grant Opportunities" overlaid in white. Below the image, the title "Native American Library Services Basic Grant" is displayed, along with the date "1/5/2024" and "0 Comments".

Resources to Search for Opportunities

- Grants.gov
- NMEDD
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- NMGA
- **IRS 990 Search**
- Paid Services

The screenshot shows the IRS Tax Exempt Organization Search interface. At the top, there is the IRS logo and navigation links for Help, News, English, Charities & Nonprofits, and Tax Pros. Below this is a search bar and a breadcrumb trail: Home / File / Charities and Nonprofits / Search for Charities / Search for Tax Exempt Organizations / Tax Exempt Organization Search. The main heading is "Tax Exempt Organization Search". The search form includes a "Select Database" dropdown set to "Search All", a "Search By" dropdown set to "Employer Identification Number (EIN)", and a "Search Term" input field with a placeholder "Enter EIN Number". Below these are fields for "City" (placeholder "Enter City"), "State" (dropdown set to "All States"), and "Country" (dropdown set to "United States"). At the bottom of the form are "RESET" and "SEARCH" buttons, along with a link to "Search Tips".

OUR AGENCY
About IRS
Careers
Operations and Budget
Tax Statistics
Help

KNOW YOUR RIGHTS
Taxpayer Bill of Rights
Taxpayer Advocate Service
Independent Office of Appeals
Civil Rights
FOIA

RESOLVE AN ISSUE
IRS Notices and Letters
Identity Theft
Phishing
Tax Fraud
Criminal Investigation

LANGUAGES
Español
中文 (简体)
中文 (繁體)
한국어
Русский

RELATED SITES
U.S. Treasury
Treasury Inspector General for Tax Administration
USA.gov
USAspending.gov

Resources to Search for Opportunities

- Grants.gov
- NMEDD
- Grant Plant
- NMGA
- IRS 990 Search
- **Paid Services**
- 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	<i>Talal</i>	Monday, 3/5/24
Email Project Ideas and Information to Talal	<i>Elena</i>	Friday, 3/9/24
Email List of Partner Organizations and Roles to Talal	<i>Elena</i>	Monday, 3/12/24
Email Initial Draft Narrative to Elena	<i>Talal</i>	Thursday, 03/17/24
Email Initial Draft Budget to Elena	<i>Talal</i>	Monday, 03/17/24
Meeting to Discuss Draft Narrative and Budget	<i>Elena & Talal</i>	Monday, 03/21/24
Email Demographic Information to Talal	<i>Anna</i>	Wednesday, 3/23/24
Email Letters of Support to Talal	<i>Anna</i>	Wednesday, 3/23/24
Submit Final Proposal & Budget for Review/Approval	<i>Talal</i>	Friday, 3/25/24
Submit Just Grants Application	<i>Talal</i>	Monday, 03/28/24

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:

Talal Saint-Lôt

New Mexico Grant Administration

(505) 695-2814

talal@nmgrants.com

www.nmgrants.com