

Developing a Community Grant Program

"10 Steps for Setting Up an AWESOME Community Grant Program"

1. Review the Community's Master Plans, Land Use Plans, **Comprehensive Plan and ICIP priorities**.
2. Meet with **Department Heads or key officials and staff** to determine and prioritize needs, projects, and goals.
3. Meet with the **Northwest NM Council of Governments**.
4. Produce and review a list/database of **current grants and past applications** that were applied and/or awarded.
 - Get copies of application and produce a database including all partners in those grants.
 - Determine an average success/win rate over last five years that you can compete with or measure yourself against.
 - Probably can start with Manager or Grants and Contracts personnel, if one exists.
5. Develop a stellar but boilerplate **introduction** that can be used for any and all grants proposals to explain where you are and who you are.
6. Compile all **general background, contact, and grant information including** all Federal and State tax questions, [DUNS#](#), user names, and passcodes.
7. **Funding Opportunities:** Look at NM [Catalog of Assistance](#) (outdated but some usefulness still) and use [Grants.gov](#) and check daily for opportunities and create customized searches and notifications.
8. Institute and implement a **grant research and management system** through email newsletters, webinars, Grants.gov, and other sites (e.g. NM Grant Plant).
9. **Self-Training and powerpoints** on grantwriting tips: <http://www.slideshare.net/>
10. Intervene other like communities and long-term, successful grantwriters to **steal** what they do, templates and winning applications, success they have had, and funding sources that they pull in that yours doesn't.

Roll out your sleeves and learn from your mistake.