

**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 ID information, [DUNS#](http://fedgov.dnb.com/webform), SAM #, user names, and passcodes.
7. **Funding Opportunities:** Look at NM [Catalog of Assistance](http://nmdfa.state.nm.us/Catalog_Of_Assistance.aspx) (outdated but some usefulness still) and use [Grants.gov](http://www.grants.gov/web/grants/home.html;jsessionid=Wn8RSV2HjZShHgnKWDgpbcRwcmvQYdFRvGPhJVC92Sfb1L4G8v4h) and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.**

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**Grant Finders**

**Email Subscriptions**