



GRANT WRITING ASSISTANCE PROGRAM NON-PROFIT PARTICIPATION AGREEMENT

THIS GRANT WRITING ASSISTANCE PROGRAM PARTICIPATION AGREEMENT (the "Agreement") by and between the Community Development Finance Authority, a public body corporate and agency of the State of New Hampshire, with a place of business at 14 Dixon Avenue, Suite 102, Concord, New Hampshire 03301 ("CDFA") and <org name>, with a principal place of business at <org address> (the "Participant") for the purpose of setting forth the terms and conditions by which CDFA shall grant up to \$2,500 to qualifying participants in the Grant Writing Assistance Program (GWAP).

RECITALS:

WHEREAS, CDFA created the Grant Writing Assistance Program (the "Program"), an initiative to support organizations with limited capacity and/or experience in preparing or submitting formal grant applications to businesses, foundations, government agencies or other funding institutions.

WHEREAS, The program will provide financial support to qualifying organizations to obtain the assistance of a professional grant writer who can help develop a strong and viable CDFA Tax Credit Program or Community Economic Development Capacity Building Program application and build enduring grant-writing knowledge and capacity.

WHEREAS, CDFA has reviewed the CDFA Grant Writing Assistance Program application and completed a pre-application meeting with the Participant and determined that the Participant is eligible and qualifies for assistance under the Program Guidelines

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the parties agree as follows:

- a. **Participant Award:** Participant is awarded \$ 2,500 to hire a consultant to provide grant writing assistance for the successful submission of a 2022 Tax Credit Program and/or Community Economic Development Capacity Building Program application(s) submitted on the CDFA Grants Management System no later than March 4, 2023 at 4:00 PM;
- b. **Scope of Services:** Participant will develop a list of activities for professional assistance that will result in a competitive application to the 2022 Tax Credit Program and/or Community Economic Development Capacity Building Program and build the skills and capacity of the Participant to develop and submit future applications for CDFA and non-CDFA resources;
- c. **Consultant Contract:** The Scope of Services will be outlined in a contract executed between the Participant and the consultant in a mutually agreeable format.
- d. **Contract Approval:** CDFA must review and approve contract before it is executed;



- e. **Consultant:** Participant may contract with a consultant from a list provided by CDFA or a consultant of the Participant's choosing with agreement from CDFA;
- f. **Consultant Cost:** Participant may agree to a cost above the CDFA grant award amount but any dollar amount above that award will be provided by the grantee;
- g. **Disbursement of Funds:** CDFA will disburse 50% of funds to Participant upon execution of this Agreement and 50% upon completion of services by the consultant.
- h. **Disbursement Conditions:** Funds shall be disbursed to the Project, for the sole purpose of providing funds to the Project. The Participant will be required to provide proof of payment to the consultant for funds disbursed. CDFA reserves the right to recover funds disbursed to the Participant if any of the conditions indicated in this Agreement are not met.
- i. **Project Completion:** Project completion, at a minimum will be met with a submission of a tax credit application and/or Participant submission of a summary and evaluation of training provided as stated in the Participant Award unless an alternative is agreed in writing to by CDFA and the Participant.
- j. **Indemnification:** CDFA's only obligation shall be to release funds to the Participant in accordance with the terms of this Agreement. CDFA shall have no liability with respect to the Project and the Participant agrees to indemnify and hold harmless CDFA, their officers and employees, from and against such cost, loss, damage, or liability suffered by the Participant and any and all claims, liabilities or penalties assessed the Participant to the extent allowed under state law.

By: <org name>

< name> <title>

Date _____

By: Community Development Finance Authority

Katherine Easterly Martey, Executive Director

Date _____