**CDFA Grant Writing / Project Development Assistance Program Application**

Below is an application to request grant writing and/or project development assistance to help advance CDFA’s Community Center Investment Program projects. This is a competitive assistance program. Applications may be submitted beginning September 15, 2023, until available funds are exhausted. Submit your application by email to Rebecca Boisvert, Director of Community Development, via rboisvert@nhcdfa.org. CDFA will review applications within twenty-one (21) days of submission.

If you have questions, contact Rebecca Boisvert via rboisvert@nhcdfa.org or (603) 717-9130.

Please fill in your answers in the text boxes marked “Click or tap to enter text,’ ’Choose an item,’ and ‘Yes/No.’

**APPLICANT INFORMATION**
Provide the following information about your organization and provide the primary contact for project development / grant writing assistance.

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| **ORGANIZATION** |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Website / Facebook | Click or tap here to enter text. |
| Type of organization  | Choose an item. |

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| **PRIMARY CONTACT** |
| Name | Click or tap here to enter text. |
| Title/responsibility | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |

We have registered for/attended a Community Center Investment Program Application Workshop: [ ] Yes [ ] No

We have read CDFA’s Community Center Investment Program Application and Program Guide: [ ] Yes [ ] No

**PROJECT INFORMATION**

Provide a brief description of the potential CDFA project for which assistance is needed.

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| Click or tap here to enter text. |

Please indicate if you are requesting: Project development assistance [ ]  Grant writing assistance [ ]  Both [ ]

**ORGANIZATIONAL CAPACITY INFORMATION**

Please answer the following questions about your organization (no word limits; boxes will expand to fit the answer).

**Questions 1-3 pertain to organizational information and are required of all applicants:**

1. What is the staffing structure of your organization? For example, are you an all-volunteer organization or do you have full-time and/or part-time staff? If you have staff, please describe the current staff and their roles.

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| Click or tap here to enter text. |

2) Describe the Board of Director’s support for and involvement with the proposed project.

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| Click or tap here to enter text. |

3) Describe the organization’s experience generating revenue, creating/managing programs, or delivering services.

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| Click or tap here to enter text. |

**Question 4 is required ONLY for organizations requesting project development assistance**:

4) Describe current or previous experience managing and implementing a large-scale facilities or capital project.

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| Click or tap here to enter text. |

**Questions 5-7 are required ONLY for organizations requesting grant writing assistance:**

5) Describe current or previous experience with development, fundraising and/or grant writing.

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| Click or tap here to enter text. |

6) Describe the organization’s commitment to expanding internal capacity for development/fundraising/grant writing.

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| Click or tap here to enter text. |

7) Are there any other barriers or limitations that hinder your organization’s ability to develop and submit a CDFA Community Center Investment Program application without assistance from a grant writer?

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| Click or tap here to enter text. |

**ATTACHMENTS (required for all requests)**

Please include the following documents with your application:

* Your organization’s operating budget for the current fiscal year
* Your organization’s operating ‘budget-to-actual’ for the last complete fiscal year (if you were operating).

**INSTRUCTIONS FOR SUBMITTING YOUR APPLICATION**

Save this document, then send it via email along with the required attachments to Rebecca Boisvert, rboisvert@nhcdfa.org. Applications may be submitted beginning on September 15, 2023. CDFA will review applications within twenty-one (21) days of submission.

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