



CDFA Grant Writing Assistance Program

The Grant Writing Assistance Program supports organizations with limited capacity and/or experience in preparing or submitting formal grant applications to businesses, foundations, government agencies or other funding institutions. The program will support 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.

PROGRAM OBJECTIVES

- Support organizations with limited grant-writing experience or capacity to obtain professional assistance to help develop a strong and competitive application for CDFA tax credits;
- Help smaller and less-well-resourced organizations build skills and capacity that will serve them beyond a Tax Credit or Community Economic Development Capacity Building Program application;
- Cultivate a pipeline of viable applications for CDFA resources; and
- Advance CDFA's goal of increasing access to resources.

ELIGIBILITY

An eligible applicant is a nonprofit organization with a dedicated presence in New Hampshire and certified 'in good standing' with the NH Department of Justice—Charitable Trust Division. Applicants must have 1) 501c3 status or 2) certification of NH nonprofit status or 3.) a fiscal sponsor.

PROGRAM GUIDELINES

CDFA considers several criteria when reviewing applications from eligible organizations, including staffing, experience and capacity. Priority may be given to organizations that demonstrate the following:

Staffing

- All volunteer or limited staff (with limited or no development/fundraising knowledge and/or capacity)

Experience

- Limited or no development/fundraising/grant-writing experience (e.g. capital campaign, major fundraising)
- Some other barrier that creates difficulty preparing an application for CDFA tax credits

Capacity

- Engaged and supportive Board
- Successful track record generating revenue, creating/managing programs, or delivering services
- Commitment to expanding internal capacity for development/fundraising/grant writing

Available Funds	Up to \$2,500 per award, with no match required from applicant
Application	Pre-application consultation with CDFA, then complete a simple application in CDFA's Grants Management System and provide current/recent operating budgets (review the application outline)
Deadline	Rolling deadline until funds expended or the January 31, 2024 deadline
Review/Approval	Within seven (7) days (upon receipt of a completed application)
Consultants	CDFA to provide a list of consultants with relevant experience, or propose your own

PROGRAM CONTACT

Pre-application consultation with CDFA staff is required before submitting an application. To discuss your project idea, please contact CDFA at 603-226-2170, or click [HERE](#) to schedule a meeting with a CDFA staff member.



STEPS FOR APPLYING AND RECEIVING FUNDS

1. Pre-application consultation with CDFA staff, please contact CDFA at 603-226-2170, or click [HERE](#) to schedule a meeting with a CDFA staff member.
2. Submit your application through [CDFA's Grants Management System](#). Additional information on how to use the Grants Management System can be found on [CDFA's Resource Hub](#).
3. Within seven (7) days, CDFA will inform applicants by email about funding decision.

APPROVED APPLICANTS:

1. Grantees will receive a [contract](#), and need to sign and return the contract by email to ghunton@nhcdfa.org.
2. CDFA will provide [a list of grant writers](#) that have expressed interest in working with applicants or
3. grantees may choose a grant writer of their choice. Grantees must execute a contract with the grant writer they choose. CDFA will provide a [contract template](#) to Grantees.
4. CDFA will pay one-half of the fee after the contract is signed and the balance when the grant application is completed. To request the payment the Grantee must submit a Claim on the CDFA Grants Management System.
5. Once the grant application for Tax Credits is completed and submitted, the Grantee may submit a second and final invoice. If the Grantee does not submit the application but the grant writer completes the work then the final payment may be requested and paid.