



COMMUNITY DEVELOPMENT FINANCE AUTHORITY

TAX CREDIT CAPACITY BUILDING APPLICATION WORKSHOP

JANUARY 2025



AGENDA

Welcome

Overview of Tax Credit Program

Working with CDFA

Capacity Building Program

Application

Next Steps



CDFA's TEAM



TAX CREDIT PROGRAMS

CAPACITY BUILDING

Total allocation available: \$750,000

Term: 2 years

Type: Tax Credit allocation

Average award: \$110,000

Deadline: March 7, 2025 at 4 PM

Use: Organizational capacity building

Eligibility: Nonprofits, municipalities and cooperatives

TAX CREDIT PROGRAM

Total allocation available: \$4,250,000

Term: 2 years

Type: Tax Credit allocation

Average award: \$315,000

Deadline: March 7, 2025 at 4 PM

Use: Capital projects/programing

Eligibility: Nonprofits, municipalities and cooperatives

TAX CREDIT BASICS

Businesses receive a tax credit equal to 75% of the donation made to an approved project

Applied against New Hampshire business taxes

- Business profits tax
- Business enterprise tax
- Insurance premium tax

Donation may be eligible as state and federal charitable contribution

May carry forward the credit for up to five years

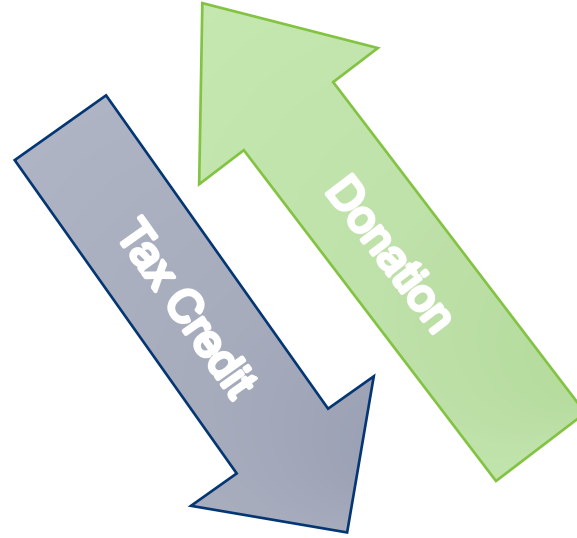
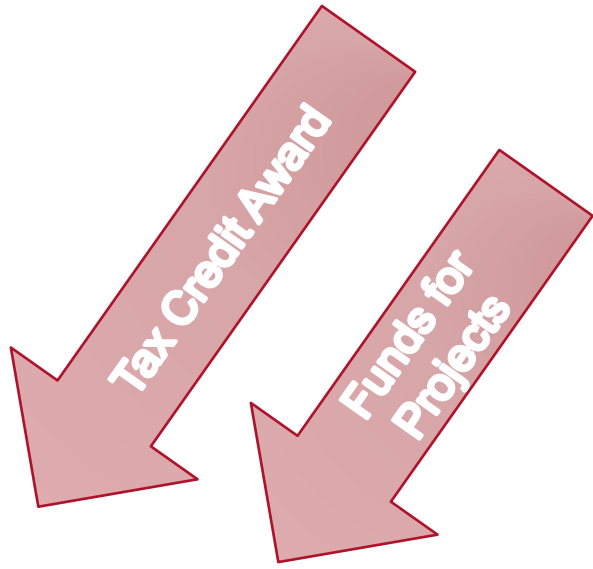
NONPROFITS AWARDED TAX CREDITS

Will:

Receive training and coaching on securing Tax Credit donations (Tax Credit 101)
Identify businesses to ask for support of their project
Ask businesses to make a pledge to the project, donation through CDFA

Results:

Fully funded projects
Build strong networks with the business community
Build skills in donor fundraising



WORKING WITH CDFA

PRE-APPLICATION ASSISTANCE



Schedule a meeting



CDFA's Resource Hub



On-going Technical Assistance

GRANT WRITING ASSISTANCE

Providing grant resources to organizations with limited grant-writing experience or capacity

Up to \$2,500 per award, with no match required from applicant

Applications accepted now and on a rolling basis until January 31, 2025

CDFA can help connect you to a consultant

**APPLICATION
AND
PROGRAM
GUIDE**



**COMMUNITY ECONOMIC
DEVELOPMENT CAPACITY BUILDING
APPLICATION AND PROGRAM GUIDE**

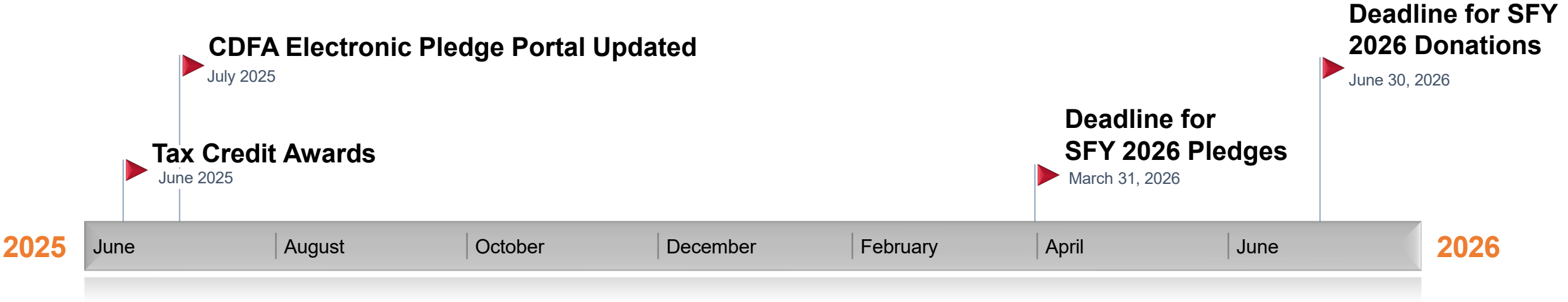


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... pment Finance

APPLICATION TIMELINE



GRANT PROCESS



Fundraising

Funds available to projects
(as available per contract)

AWARDS

FUNDRAISING TIMELINE

SFY 2026

Pledges Due: March 31, 2026

Donations Due: June 30, 2026

SFY 2027

Pledges Due: March 31, 2027

Donations Due: June 30, 2027

**COMMUNITY ECONOMIC
DEVELOPMENT
CAPACITY BUILDING APPLICATION**

READINESS



Community Engagement & Support

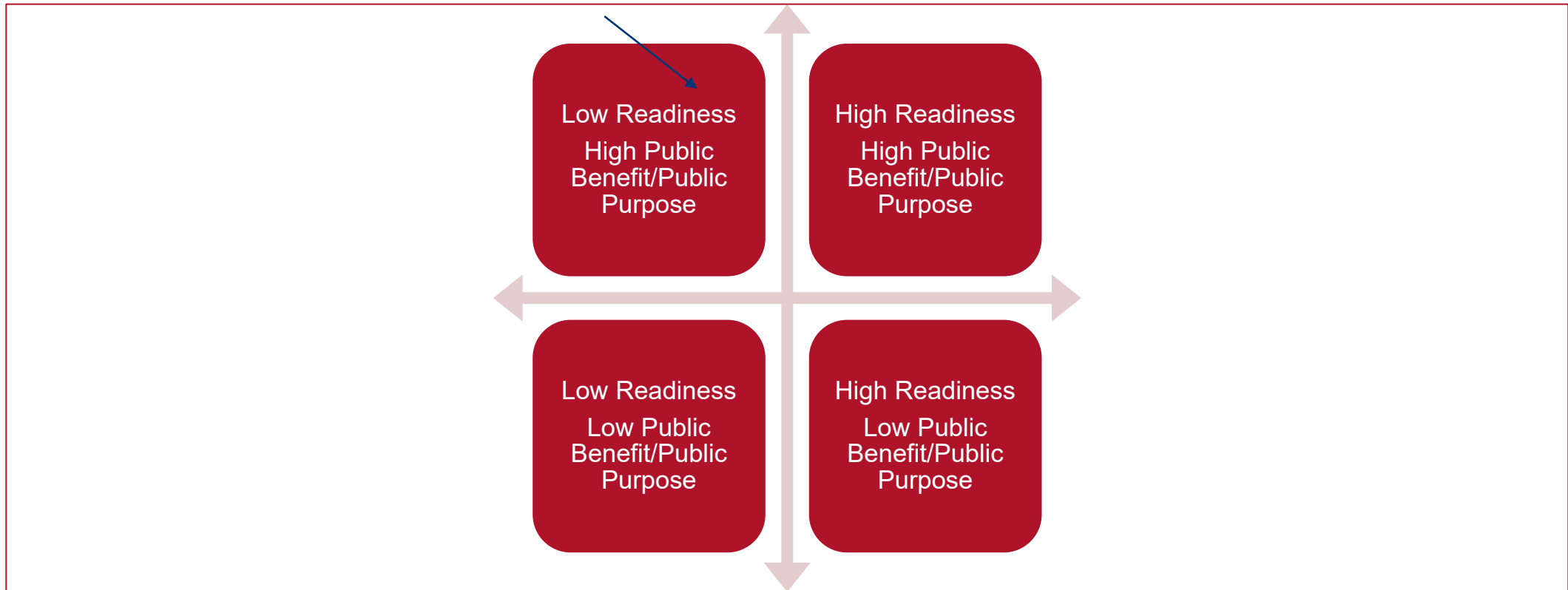
Proven Need

Organizational Capacity

Networks with Business Community

Leadership

APPLICATION EVALUATION



I. Applicant
Information

II. Project
Information

III. Narrative
Requirements

IV. Budget/
Fundraising

V.
Attachments

VI.
Certification

APPLICATION OUTLINE

I. & II. INFORMATION

I. Applicant Information

- Organization name, address, etc.

II. Project Information

- Project title
- Project can be up to two years
- Funding request - up to \$75,000 per year / maximum \$150,000



III. NARRATIVE

- A. Summary of Proposal
- B. Organizational Capacity Needed
- C. Challenge Addressed
- D. Priority Addressed
- E. Long Term Value and Impact to Community
- F. Growth of Organization and Success

A. SUMMARY OF PROPOSAL

Provide a narrative that describes the proposal. Include details about how the proposal materialized, the partners involved, and the proposed project timeline.



Be clear



State problem and use data to explain



Share your proposal and capacity you are needing



Longer is not always better!

B. ORGANIZATIONAL CAPACITY NEEDED

What organizational capacity are you looking to build?

How do you know that is needed?

How does increased capacity help you meet your mission, in general and specific community economic development challenges?

Strengthen the skills, abilities
and processes of an
organization.

CAPACITY BUILDING TRENDS



New and Early Stage of
Organizational Development



Growth Stage of Organization



Link to Investment in Building

C. CHALLENGE ADDRESSED

What specific problem or community economic challenge does your organization and/or your proposal address?

How will adding organizational capacity help work toward this challenge and future initiatives and infrastructure projects.

D. PRIORITY ADDRESSED

Explain how your proposal addresses the priority areas of collaboration, place based strategies, innovation, community engagement and benefiting priority populations and/or areas.



Collaboration in community economic development efforts.



Place-based strategies that support priority populations, revitalize community, and strengthen local economies.



Innovative models of governance, initiatives, or organizations.



Community Engagement efforts to engage the community for priority setting and place reinvestment and revitalization.

E. LONG TERM VALUE & IMPACT

Describe the long-term value of this proposal to the community your organization serves. Consider what existing community systems will be impacted by this proposal and the collaboration it will facilitate or enhance.

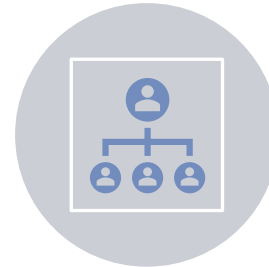
How will this one-time infusion of resources allow your group to expand its capacity and ability to advance your project?



IMPACT TO THOSE
YOU SERVE



IMPACT TO YOUR
COMMUNITY



IMPACT TO YOUR
ORGANIZATION



HOW WILL YOU
MEASURE SUCCESS

F. GROWTH & SUCCESS

How will you know if this proposal is successful?

What will look different if the proposal works as planned?

IV. BUDGET & FUNDRAISING

Budget

- Project budget with all funding sources and dollar amounts

Fundraising

- Experience in fundraising
- Challenges in accessing resources
- Opportunity to expand your access to funds
- Potential donor letters

Provide attachments if necessary

V. ATTACHMENTS

Organizational Documents

- Articles of Incorporation/IRS determination letter
- By-laws
- Board of Directors
- Organizational chart
- Proof of Good Standing – NH Department of Justice Registered Charities List

Financial Statements

- Operating Budget
- IRS Form 990 or Financial Review Statement or Audited Statement

VI. CERTIFICATION

Authorization to submit application

Compliance with New Hampshire's conflict of interest laws and CDFA's privacy policy



DATA RESOURCES

WHY DATA MATTERS

Demonstrates Need

Shows Alignment

Builds Credibility



SUPPORTING YOUR APPLICATION WITH DATA

Strengthen your application with diverse types of data.

Community Needs

Program Impact

**Benchmarks &
Comparisons**

Trends

SOURCING YOUR DATA

National Sources

- Census Bureau
- CDC
- Department of Education

Academic Research

- Peer-reviewed journals
- University studies

Local Sources

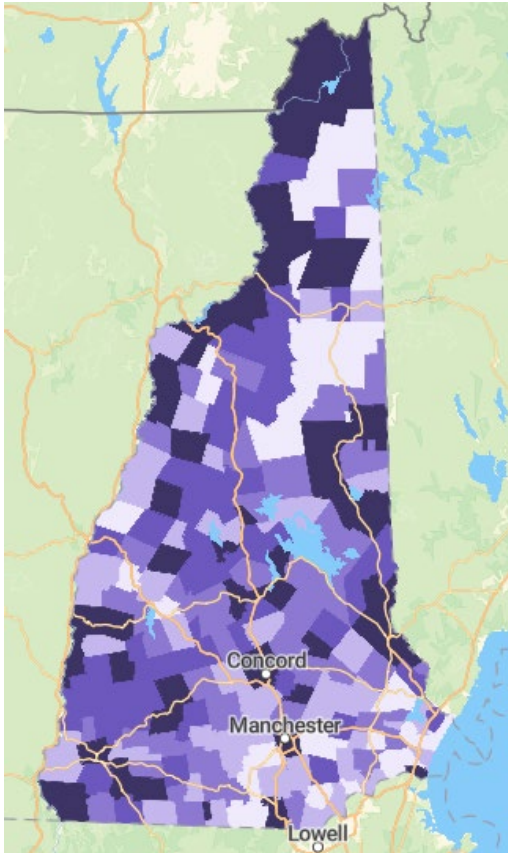
- [NH Community Profiles](#)
- Municipal reports
- Community surveys

Your Organization

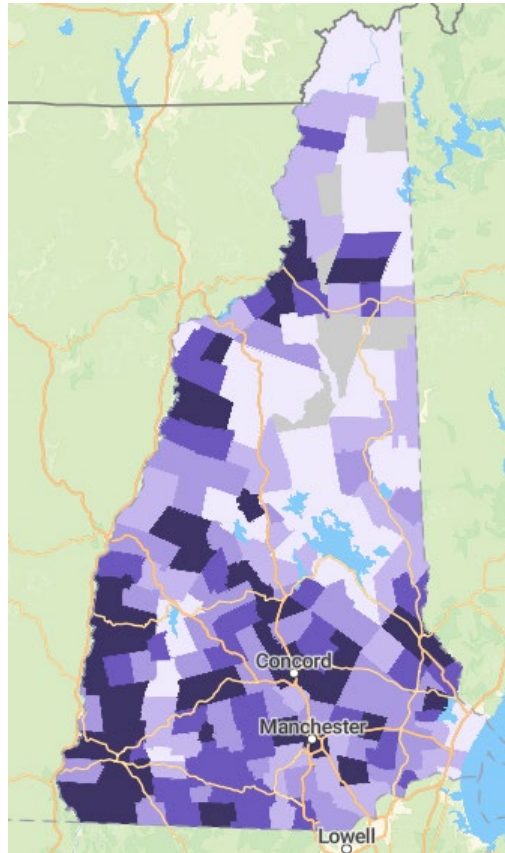
- Internal evaluations
- Case studies

COMMUNITY PROGRESS INDICATORS

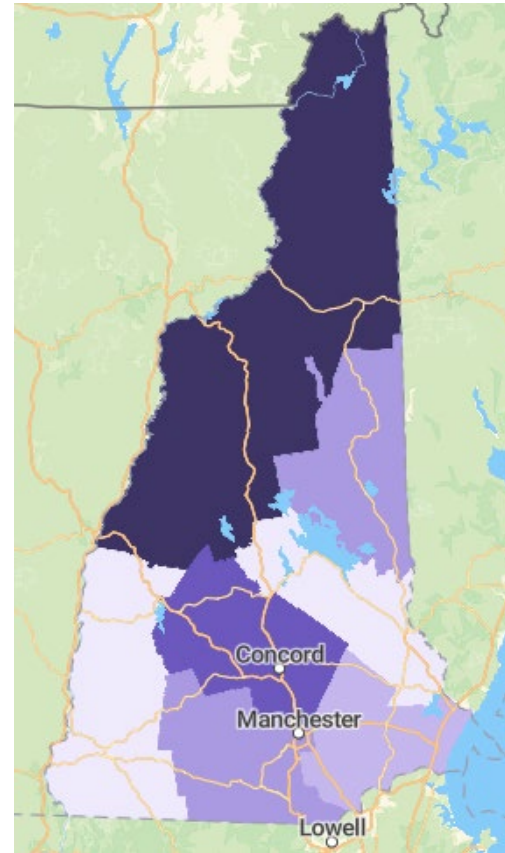
SNAP Enrollment



Taxable Property Value



Primary Care Physicians



CDFA DATA TOOLS

1. [CDFA Data Page](#)
2. [Community Progress Indicators Summary Table](#)
3. [Community Progress Indicators Data Dictionary](#)
4. [2025 Community Progress Indicators](#)
5. [2021-2025 Community Progress Indicators Spreadsheet](#)

LEVERAGING DATA

1. Review the current year data of the community you are trying to serve
2. Review historic data to identify changes and trends.
 - How has the data changed over time?
 - What context informs your interpretation of that change?
3. Compare the data to similar communities in the state
 - Where does the data show similarities or differences?
 - What context explains those differences/similarities?
4. **Incorporate your review of the data into the application**

Data Questions? Reach out to Nate Olson nolson@nhcdfa.org for support!

USING CDFA'S GRANTS MANAGEMENT SYSTEM (GMS)

GRANTS MANAGEMENT SYSTEM

Getting started on CDFA's Grants Management System (GMS).

- 1. New Users** Register at www.nhcdfragrants.org by following our [step-by-step registration guide](#)
- 2. Existing Users**
 - Sign in with your current account credentials
 - Need help accessing your account? Use our [password recovery video](#).

Registration questions? Reach out to Melanie Steenbeke msteenbeke@nhcdfa.org for support!

GRANTS MANAGEMENT SYSTEM

Starting an application? Access the [detailed guide](#).

1. Log onto the CDFA's [Grants Management System](#)
2. Select Funding Opportunities
3. Select “Community Economic Development Capacity Building” (ID 34981)
4. Select Start New Application

GMS Technical Support Questions? Reach out to Nate Olson nolson@nhcdfa.org

1

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#)

[Reset Password?](#)

[Click here to register](#)

2

TEST Nate TEST Olson
Tester
Tester Role

Dashboard

- Work Assignment
- Calendar
- Alerts
- Site Visits
- Document Repository
- Funding Opportunities**

3

ID	Status	Agency	Program Area	Title
34409	Posted	NH CDFA	CDBG - Economic Development	CDBG Economic Development - 2024 Allocation
34408	Posted	NH CDFA	CDBG - Emergency Grant	CDBG Emergency Grant: 2024 Allocation
34957	Posted	NH CDFA	CDBG - Housing and Public Facilities	CDBG Public Facilities: 2024 - Round 2
34958	Posted	NH CDFA	CDBG - Housing and Public Facilities	CDBG Housing: 2024 - Round 2
33910	Test	NH CDFA	CDBG - Housing and Public Facilities	TEST CDBG Housing Budget Alternative
34318	Test	NH CDFA	CDBG - Housing and Public Facilities	[TEST] CDBG Housing: 2024 - Round 1
34328	Posted	NH CDFA	CDBG - Planning Grant	CDBG Planning Grants: 2024
28463	Posted	NH CDFA	Clean Energy Fund	Small Business Energy Audit Program
35045	Posted	NH CDFA	Clean Energy Fund	Clean Energy Fund
33839	Posted	NH CDFA	Community Development Fund	Community Development Loan Program
34900	Posted	NH CDFA	Investment Tax Credits	2026 and 2027 Investment Tax Credits
34763	Posted	NH CDFA	Investment Tax Credits	Tax Credit Grant Writing Assistance 2025
28172	Posted	NH CDFA	Recovery Housing Program	Recovery Housing Program
29850	Posted	NH CDFA		Review Test



Copy Existing Application

Start New Application

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4

ject Manager:

Betsy McNamara

ne:

(603) 717-9116 x

ail:

taxcredits@nhcdfa.org

GRANTS MANAGEMENT SYSTEM

Tips for using CDFA's Grants Management System.

Detailed guides can be found on the GMS section of CDFA's [Resource Website](#)

1. Draft responses using a word processor and copy into GMS
2. Start early & save often
3. Submit well before the application deadline.

Technical issues reach out to Nate Olson nolson@nhcdfa.org

Registration issues reach out to Melanie Steenbeke msteenbeke@nhcdfa.org



NEXT STEPS

Register for CDFA's Grants Management System

Review Application and Program Guide

Consider Grant Writing Support

Schedule a Pre-application Meeting with CDFA Staff

Review Webinars

2025 KEY DATES

January 16	Capacity Building Tax Credit Application Writing Workshop
January 17	Application Available on CDFA's Grant Management System
Jan 15 – Feb 7	Pre-application meetings held
March 7	Application Due by 4:00 PM via Grants Management System
March – May	Application Evaluation by CDFA
Week of June 9	Notification of Tax Credit Award
Week of June 16	Awards Presentation in Concord
June 25	Tax Credit 101 Virtual Workshop 10 AM to Noon (Mandatory)

PRE-APPLICATION MEETINGS

Schedule a pre-application meeting with CDFA staff to receive guidance specific to your project.

Meetings available January 15 – February 7

Provide CDFA the following project information:

- Project location
- Brief description
- Project timeline
- Proposed budget and sources



**QUESTIONS
&
THANK YOU**

Community Development Finance Authority
www.nhcdfa.org

603-226-2170