



CDFA Grant Writing Assistance Program Overview

The Grant Writing Assistance Program supports qualifying organizations to obtain the assistance of a professional grant writer who can help develop a strong and viable application to CDFA's [Tax Credit Program](#) or [Capacity Building Program](#) and build grant-writing knowledge and capacity.

PROGRAM OBJECTIVES

- Support organizations and municipalities 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 Capacity Building Program application.
- Cultivate a pipeline of viable applications for CDFA resources.
- Advance CDFA's goal of increasing access to resources.

ELIGIBILITY

An eligible applicant is a nonprofit organization or NH municipality. A nonprofit organization must have 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 (please review [the guidance](#) on CDFA's Resource Hub if you are planning to apply as a fiscally sponsored project).

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 creating/managing programs, or delivering services

Application	Complete a simple application in CDFA's Grants Management System and provide current/recent operating budgets (review the application outline).
Deadline and Available Funds	Applications open in CDFA's Grants Management System (GMS) on October 31. CDFA will offer six awards of \$3,000 each. <ul style="list-style-type: none">• Applications received by November 14 will be decided by December 1.• Applications received by December 19 will be decided by December 31.

	<ul style="list-style-type: none"> Applications received by January 16 will be decided by January 30. <p>Funds are limited and are not likely to be available after the November deadline. Early applicants are more likely to receive funding.</p>
Consultants	CDFA will provide a list of consultants with relevant experience, or you may propose your own.

STEPS FOR APPLYING

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](#).

APPROVED APPLICANTS

1. Grantees will receive a contract, and need to sign and return the contract by email.
2. CDFA will provide a list of grant writers that have expressed interest in working with applicants or 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.
3. CDFA will pay one-half of the fee after the contract with the grant writing consultant 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.
4. 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.