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| NORTH CENTRAL NEW MEXICO  ECONOMIC DEVELOPMENT DISTRICT | 3900 Paseo del Sol Santa Fe, NM 87507 | (505) 395-2668  [www.ncnmedd.com](http://www.ncnmedd.com/) |

**GRANT PROGRAM GUIDELINES**

NCNMEDD received funding from the State of New Mexico Legislature to develop and write grant applications for projects in our region. This funding will be available during fiscal year 2023,

from July 1, 2022 through June 30, 2023.

1. **Who can request assistance?**

* Government or public entities (example: water and wastewater districts) located in the NCNMEDD region of Santa Fe, Los Alamos, Taos, Rio Arriba, Mora, Colfax, San Miguel, and rural Sandoval counties (outside of Rio Rancho). Non-profit organizations in the NCNMEDD region must have a government or public entity submit a request on their behalf.
* NCNMEDD will prioritize requests from entities that lack capacity and are unlikely to apply for a grant without our assistance.

1. **When do we request assistance?**

* At least eight weeks prior to the grant deadline, to provide enough time to develop a competitive application.

1. **What types of grants will NCNMEDD assist with?**

* We have contracted with several grant writers in various areas of expertise, including economic development, community development, transportation, infrastructure (including broadband), and social services.
* We will prioritize grant opportunities made available by the Infrastructure Investment and Jobs Act (IIJA), otherwise known as the Bipartisan Infrastructure Law (BIL). These can be applications at the federal or state level.
* We will prioritize grants with high dollar amounts that will have a significant impact on a community, communities, or the region.
* We will support grants that require technical expertise, such as engineering scoping and cost estimates.

1. **In what situations would NCNMEDD not provide grant assistance?**

* If we do not have a grant writer with the right expertise for the grant.
* If we have too many requests at the same time. In these cases, we will prioritize requests based on these guidelines.
* If we are not provided with sufficient notice or time to write a competitive application.
* If, after discussion with the applicant, we feel the grant application is unlikely be successful.
* If another entity is a better fit for the grant and can provide free grant writing assistance. For example, the NM Acequia Association, the NM Municipal League and the Santa Community Foundation are also offering grant writing services. In these cases, NCNMEDD would make a referral to the appropriate party.
* NCNMEDD intends to assist a broad range of communities and entities, to ensure geographic equity for the entire region. Therefore, we are unlikely to provide grant writing assistance numerous times to a single entity.
* If we run out of funding to pay the grant writers during fiscal year 2023.

1. **How do we request assistance?**

* Submit a letter of request, using the format below, to Felicity Fonseca at [felicityf@ncnmedd.com](mailto:felicityf@ncnmedd.com). We will respond to your request within three business days.

Questions? Please contact [Felicity Fonseca,](mailto:felicityf@ncnmedd.com) NCNMEDD Community Development Planner,

at 505-356-9098.

**EMAIL THIS LETTER TO felicityf@ncnmedd.com**

[Place on Letterhead]

[INSERT Date]

Felicity Fonseca

North Central New Mexico Economic Development District

3900 Paseo del Sol

Santa Fe, NM 87507

RE: Request for Grant Writing Services

Dear Ms. Fonseca,

[INSERT Name of local government, tribal government or public entity] requests grant writing services for the following grant opportunity:

[INSERT Name of grant opportunity and other identifying information, such as CDFA or RFP number, if available.]

The estimated grant request amount is: [INSERT $ .00.]

The grant application due date is: [INSERT Date]

The grant will be sought to do the following work or project:

[DESCRIBE the scope of work or project and the need for and benefit to the community]

We anticipate having the following partners in the project:

[INSERT partners]

OPTIONAL: If technical expertise is required, such as cost estimating or preliminary engineering, please describe those needs.

OPTIONAL: If the applicant will be a non-profit entity, or the project will benefit a non-profit entity, please describe the relationship between the non-profit and the public entity.

Thank you for consideration of this request.

Sincerely,

Signature

Name

Title

Phone

Email