

## BBEDC Grant Writing Assistance

### Program Guidelines

1. BBEDC retained the services of grant-writing consultants and will select from among those firms to provide the technical services awarded under this program.
2. Grant Writing technical services are available to any non-profit or governing entity that has its primary location in a BBEDC community.
3. The applicant applies to BBEDC for grant writing assistance through this program.
  - a. Application must be complete (contact information, authorized representative and other)
  - b. Applicant must identify the specific assistance requested for the proposed project/grant
  - c. Only one Grant Writing Assistance award may be in progress in a community at a time unless extenuating circumstances exist.
  - d. A resolution from the community governing entities must accompany the application in order for it to be considered (both tribal and city councils if both exist). This applies whether the applicant is a governing or other non-profit entity.
  - e. Applicants should be aware that receipt of grant funding is not guaranteed via participation in the Grant Writing Assistance program.
  - f. An applicant may require all stages of grant writing assistance over time. Awards may be made for one stage or multiple stages.
4. Stages are:
  - a. Grant Funding Search – actively search for and identify possible funding sources for the identified project.
  - b. Grant Proposal Pre-Development – actively assist applicant to identify project goals, objectives and steps to accomplish.
  - c. Pre-Application and/or Letter of Inquiry – compose and produce Letters of Inquiry or Pre-applications as appropriate for submittal by the applicant. Can be 1 or more.
  - d. Grant Proposal Development – compose and produce grant proposals/applications for projects and grant sources. Usually just one application or proposal per applicant; however, this may vary according to the magnitude of the project.
  - e. Grant Proposal follow-up – assist to provide additional supportive material to the granting agency or applicant, accompany applicant to meet/talk with grant agency, evaluate a failed grant application to identify weaknesses and points for strengthening future application(s).
  - f. Grant Proposal Review – review proposals drafted by the applicant and offer advice for strengthening.
5. BBEDC will review the completed application for grant writing assistance with the grant writers to assure that:
  - a. The level of assistance can be provided
  - b. An estimate of the number of hours required can be determined and are available
  - c. Timelines are identified and can be accomplished
  - d. Whether there is a need for additional information in order to determine the level of assistance required
6. BBEDC will review the proposed approval terms with the applicant to assure that the project will generally meet the needs described.
7. BBEDC approval/disapproval
  - a. Staff will approve/disapprove the application.
  - b. Approval is based on funds available, availability of grant writer services and possibility of concurrent requests in a community

- c. Terms of approval shall include
  - i. Assign grant writer/grant assistance
  - ii. Assign number of hours
  - iii. Assign/allow other costs
  - iv. Assign completion date
  - v. Assign reporting requirements

- 8. BBEDC monitors project/grant assistance award.
- 9. Payment Requests must be submitted on a regular basis by the grant writer. BBEDC may coordinate with the recipient of the grant writing services on approval of payments. Advance payments will be made only when the need is adequately demonstrated and at no time shall exceed 50% of the total amount of the grant writing project award. Ten percent (10%) of the total award amount may be withheld pending completion of the specified project and delivery of the final product.
- 10. Applicant information may be shared with BBEDC; however, BBEDC will not share applicant information with others without the express written permission of the applicant.
- 11. BBEDC grant writing assistance may not be used to apply for the BBEDC Block Grant or Arctic Tern program. It is understood however that information produced as a part of a project under this program may be used within either of these applications, especially where the Block or Arctic Tern grants are used to leverage other funds/grants.
- 12. Per BBEDC Board Policy 4.16, no resident or other applicant shall be eligible for services and financial assistance from BBEDC unless and until they are in full compliance with the program they are currently participating in. In the event they are participating in a repayment plan, the repayment must be completed in full before the person is eligible for additional BBEDC programs or services.