



GRANTWRITING FUNDING ASSISTANCE REQUEST **I-93 Community Technical Assistance Program (CTAP)**

Program Overview

The CTAP year One Program includes a grantwriting assistance program intended to provide each CTAP community with funds to pay for the services of a grantwriter, or other service provider to assist the community in the procurement of grant funds. Funds are available on a reimbursement basis, paid to the Town or directly to their consultant through the Rockingham Planning Commission which is designated as the lead RPC for this task.

\$1200 has been set aside for each of the 26 CTAP communities under this program. The funds are intended to be used towards hiring a grantwriter to prepare grant applications, hiring a grants consultant to identify grant funding sources and strategies, or to pay some or all of the costs for the preparation of documentation or research necessary as part of or prerequisite to a grant application (e.g. property appraisal, easement documents, household survey, needs assessment, etc.).

Application Process

- Step 1: Identify the eligible task or project and, if applicable, a service provider.
- Step 2: Secure support for your project from the Community CTAP Representative and from the Board of Selectmen (or Town or City Council) and obtain their signatures on the application form.
- Step 3: Complete the attached application form and submit it **before September 30, 2008** to your Regional Planning Commission

Description and Criteria

- The grant application or supporting tasks funding under this program must support achievement of one or more CTAP goals (see "*Themes, Goals & Outcomes, and Year One Priority Actions*," available online at www.rebuilding93.com).
- A maximum of \$1200 is available per community and **must be applied for by September 30, 2008**. After this date, any uncommitted funds will be pooled and made available on a first come-first served basis for additional assistance grants with no set funding limit.
- These funds may not be used to pay administrative costs, for the purchase of equipment, or to offset the costs of existing budgeted staff or other existing budgeted expenses.
- The New Hampshire Department of Transportation's CTAP Project Manager has approval authority of all applications.



GRANTWRITING FUNDING ASSISTANCE APPLICATION FORM
I-93 CTAP Program

Town/City: _____

Date: _____

Contact for Project: _____

Phone (Day): _____

Address: _____

Phone (Eve): _____

Email Address: _____

Proposed Activity

- Grantwriting Assistance** (*assistance in preparing grant proposals*)
- Grants Consultation** (*assistance in identifying potential grant sources*)
- Other** (*other assistance or activity directly related to the procurement of grant funding*)

Please Describe: _____

Amount of Funding Requested (up to \$1,200 per community): \$ _____

Additional Funds Contributed toward Project and Source of those Funds (Note: matching funds are NOT required to access Grantwriting Assistance funds): \$ _____

Payment Method:

- RPC reimbursement to Town
- Direct RPC reimbursement to Town's consultant

Timeframe of Work: (must be completed by 12/31/08): _____ to _____

Project Description (*brief description of proposed activity, including contact information for Grants Consultant or Service Provider, if applicable*):

What does the community hope to achieve with the Grants Consultation or with the Grant funds being sought?

CTAP Goal(s) addressed: Which CTAP Goal or Goals is the grant activity intended to address:

Consultant/Service Provider Information

Name: _____ Phone (Day): _____
Address: _____ Phone (Eve): _____

Email: _____

AUTHORIZATION

The following authorized individuals approve this application on behalf of the Town/City.

Signature of Chair of Governing Body:

Signature of CTAP Representative:

Name of Chair of Governing Body:

Name of CTAP Representative:

Date: _____

Date: _____



RPC APPROVAL (for completion by sponsoring RPC)

Application Approved: Yes No

Date: _____

Agency: _____

Authorized by: _____
(signature/title)