

**Grant Application Procedures & Checklist**

1. As an entity, you look for the grant opportunities to apply for from Charities, Endowments, Foundations, State, and Federal sources.
2. When you find a grant for which you would like to apply, email [Juan.Salas@tapaz.org](mailto:Juan.Salas@tapaz.org) the Request for Proposal (RFP) or the Request for Grant Application (RFGA). Indicate that you are looking to apply for a grant and that you have thoroughly read all of the grant instructions. Please provide the grant due date and the grant amount or range for which you expect to apply. This step should take place 3 or more weeks in advance of a grant due date.
3. We will apply for the grant in our name, Technical Assistance Partnership of Arizona (TAPAZ), but on your behalf and for your benefit.
4. You write the programmatic or content piece of the grant, i.e. what program you are fulfilling, how you are doing it, who you impact, how many people you impact, etc. This is called a Program Narrative.
5. Most grants require a Program Budget, which is an itemization of what you will do with the money if you are awarded a grant. Some grants also require a Matching Funds Budget, a Multiple Source Program Budget, or an Organizational Budget, which is an accounting of your entire entity.
6. Typically, a Budget Narrative must also be submitted. This is a written itemization of what you intend to do with the grant money and how it will be spent. This includes calculations of how you arrived at your breakdown.
7. Some grants will also require a Timeline and/or a Logic Model.
8. Often times, grant applications request Letters of Support (LOS), which are recommendation letters and/or letters from collaborative community partners. Please request these letters immediately upon deciding to write a grant application. It takes time to gather these from your supporters, primarily due to busy workloads, vacation schedules, and illnesses that occur.
9. TAPAZ has samples of each of the aforementioned documents. If you require any samples, please request them via email.
10. Email your drafted grant documents to Juan for review & proofreading.
11. Once this step is completed, TAPAZ will compile and submit the grant application.
12. We cannot emphasize enough the importance of working ahead. The ideal goal is to submit a grant application a week or more in advance. Due to our vacation schedules or illness, or the same on your end, there is a chance that a grant application will not get submitted due to a lack of working in advance.

## Checklist

- a. Review RFP or RFGA to determine if the grantor is funding the scope of work that you are performing.
- b. Does the grantor allow a fiscal sponsor to apply on your behalf for their grant? (For example, both the Del E. Webb Foundation and the Pulliam Charitable Trust located in Arizona only accept grant applications directly from a 501c3 organization and do not allow a fiscal sponsor to apply).
- c. Does the grant budget require matching funds? The match requirement typically can be met through cash and in-kind services, which may include donated or volunteer services, donated supplies, loaned equipment, or a use of space, etc.
- d. Is there a signature required from a city official, such as the City of Phoenix, authorizing the acceptance of funding? This is typical for funding from Tribes.
- e. Is 100% of the grant money required to be used for purposes of the grant application, i.e. none of the grant monies are to be used for indirect expenses or a fiscal sponsorship fee? If not, our TAPAZ fiscal sponsorship fee (7%, and 10% for federal monies) must be paid through other funds such as donations, corporate sponsorships, or other grants.
- f. Download the grant application upon initial review of the grant, as there are many different grant application formats. Some grant portals require a simple Letter of Interest (LOI) be submitted via email, while others require the attachment of each component of the grant. Additionally, some require that you cut and paste each answer into fillable cells, and there may be word and/or character limits.
- g. If the above directives are not clear, please call the grantor to clarify. Grantors are willing to assist and answer any questions that you may have about their grant process.

Please be aware of each of the above items when reviewing grant opportunities. We are happy to answer any questions that you may have about this process.

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