



NHCDFE Ideas to Innovation (i2i) Grant Sample Application

All applications must be completed in CDFA's Grants Management System (GMS). To register for GMS visit <https://www.nhcdfragrants.org/register.jsp>. Additional information on how to complete this process can be found in the GMS Registration and Tips section of this document.

Applications must be completed and submitted by the designated date no later than 4 PM.

A completed application will require the following:

Organization Info

- Applicant Organization
- Organization Address
- Organization's Website Address
- Organization's Mission Statement
- Executive Director/Lead Officer
- Phone number, E-mail address

Project

- Project Title
- Location of Event
- Date of Event
- Project Description: Is this part of a bigger project or a stand alone
- Issues to be identified / reviewed – why and how?
- Anticipated Outcomes / Beneficiaries
- Pre-Planning Process: For every planning process, pre-planning is critical to success. What activities have taken place thus far to prepare the community and its stakeholders to engage in this process?
- What makes it innovative? What are the innovative tools being used in this process?
- What will be the end product of this event?
- What will be the resulting output and how will those not at the event gain or acquire information from this project?
- Identify the Target Audience for the event
- Audience Outreach

Implementation

- Product / Plan / Outcome Distribution: To whom and how will it be distributed? How will you receive feedback?
- What will be the next steps / implementation process?
- Partners: Are there other planning processes underway in the area or region that will supplement or work in tandem with this plan? If yes, how?
- Program Presenter / Facilitator Bio

Budget/Costs (sources and uses)

- Amount Requested
- Total Project Budget
- Budget Breakdown
- Cost of attending the event:
- Scholarships / reduced fees available?
- Organization's Operating Budget

Required attachments

- If Municipalities: Two years of Audited Financials
- If Nonprofits: IRS Letter 501(c)(3) Designation and Two years of IRS Form 990
- Businesses & Nonprofits: Registration Documentation with NH Secretary of State
- Proposed Agenda
- Bios of Presenters and Facilitators
- Partner Organizations and their role for the event with commitment letters
- Public Outreach and Marketing Plan

Other Conditions

Successful applicants will be required to execute a grant agreement with CDFA. Additional information may be required to satisfy CDFA that applicant is eligible under RSA 162-L.

CDFA GRANTS MANAGEMENT SYSTEM REGISTRATION AND TIPS

www.nhcdfragrants.org

Registration Instructions

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS). If you encounter any problems, please contact CDFA at 603-226-2170.

- 1) Go to www.nhcdfragrants.org.
- 2) Click on **Register Here**.
- 3) Complete the form. This will become your personal profile and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it's accurate and up-to-date.
- 4) Fields with a red star (*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the **Register** link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within 2 business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity, under attachments.

Application Instructions

- 1) Once you're registered, login to GMS.
- 2) Click on **Funding Opportunities**.
- 3) Select the **Ideas to Innovation (i2i)** from the Opportunity Title column.
- 4) Click on **Start a New Application**.
- 5) Fill in the General Information and click **Save**.
- 6) When you've finished all the components, click submit.

GMS Tips

- 1) The best browsers to use are Mozilla Firefox or Google Chrome.
- 2) To edit a component click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste text from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.
- 5) Only attach .pdf or .jpeg documents. If you don't have Adobe software you can use Cutewriter to pdf any document. You can download Cutewriter software at www.cutepdf.com.
- 6) If you mark a component complete you can still edit that component until the application is submitted. However, your application cannot be submitted until all components are marked complete.

- 7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.
- 8) After the corrections are made, you must submit the component(s) back to CDFA for review.
- 9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.
- 10) Be sure to "Save" early and often.
- 11) The system will "time out" after three (3) hours of inactivity.
- 12) If you click the back button before you click save, your information will be lost.
- 13) Before submitting your application we recommend you preview your application, print to pdf and save it to your computer.
- 14) Call CDFA at 603-226-2170 for questions you may have while using the Grants Management System (GMS).