North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT
644 Don Gaspar
Santa Fe, New Mexico 87505
505.395.2668
www.ncnmedd.com

GRANT AND TECHNICAL ASSISTANCE PROGRAM GUIDELINES

NCNMEDD received funding from the State of New Mexico Legislature to provide technical assistance and develop and write grant applications for projects in our region. This funding will be available during fiscal year 2026,
from July 1, 2025 through June 30, 2026.

1. **Who can request assistance?**
   - ✓ Governments (local governments and tribal governments) or public entities (example: water and wastewater associations) 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.

2. **When do we request assistance?**
   - ✓ With adequate lead time to develop a competitive application, eight weeks prior is preferred.

3. **What types of grants or technical assistance will NCNMEDD assist with?**
   - ✓ We have contractors with various areas of expertise, including economic development, community development, transportation, infrastructure (including broadband), social services, land use, preliminary engineering, feasibility studies, architecture and conceptual design, strategic planning, stakeholder engagement, GIS, NextGen 911, grant administration, and more.
   - ✓ Grant applications can be at the federal, state, or local 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.

4. **In what situations would NCNMEDD <u>not</u> provide grant or technical assistance?**
   - ✓ If we do not have a contractor with the right expertise.
   - ✓ 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 Fe 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.

5. **How do we request assistance?**
   - ✓ Submit a letter of request, using the format below, to Felicity Fonseca at felicityf@ncnmedd.com. We will respond to your request promptly.

Questions? Please contact Felicity Fonseca, NCNMEDD Community Development Director, at 505-356-9098.

EMAIL THIS LETTER TO felicityf@ncnmedd.com

[Place on Letterhead or Submit via email]
[INSERT Date]
Felicity Fonseca
North Central New Mexico Economic Development District
644 Don Gaspar
Santa Fe, NM 87505

RE: Request for Grant Writing or Technical Assistance Services

Dear Ms. Fonseca,

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

For grant writing:

- [INSERT Name of grant opportunity or 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.

For technical assistance:

- Describe the technical assistance that will be needed
- Indicate your anticipated timeline.
- Indicate what types of expertise you will need.
- The project will have the following scope of work:
- [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]

Thank you for consideration of this request.

Sincerely,
Signature
Name
Title
Phone
Email