

GRANT ASSISTANCE REQUEST FORM

General Info

Requesting Tribe	
Requestors Name & Title	
Tribe Mailing Address	
Email	
Phone Number	

Grant Information

Granting Agency	
Grant Name	
Grant Deadline	

Technical Information

Tribe has an updated grants.gov login and registration

☐ Yes ☐ No

Tribe has an updated SAM.gov login

☐ Yes ☐ No

Project Development

What is the project and why is it needed?

What planning has been completed?

Where will the project be located? Who has site control? Who owns the property or building?

If your entity does not own the property or building, what is your plan for using the site? (i.e. 10 year lease, deed transfer, purchase)

How has the community been involved in project development? If not yet engaged, how do you plan to get key stakeholders involved in project development? Do you, or have you held a meeting to talk about this project?

Please list key project partners here. Please state if you have any letters of support.

Project Financing

What will the project cost? Does not have to be exact, but a rough estimate

Does the project require a match? ☐ Yes, it is _____ ☐ No

What are other sources of local match? Does the tribe have funds to match, and how much? Do you have other potential funding partners? How much will they contribute, if so?

Project Team

Main Point of Contact (responsible for communicating with the funding agency and project manager)		Resume ready? ☐ Yes ☐ No
Project Manager (responsible for the day-to-day management of the project)		Resume ready? ☐ Yes ☐ No
Grant Administration (responsible for all aspects of financial management of the grant)		Resume ready? ☐ Yes ☐ No

Construction Manager (person on the job site daily if applicable)		Resume ready? ☐ Yes ☐ No
Team Members		Resume ready? ☐ Yes ☐ No
Project Partners		
Consultant(s) (professionals hired i.e. electrician, architect)		

Operations & Sustainability

What are estimated annual Operations & Maintenance (O&M) costs?

How will O&M be funded?

Has an Operations & Maintenance (O&M) budget been developed? ☐Yes ☐No ☐N/A

Grant Assistance Request Form Certification

I understand that I must must provide proof of Tribal Council project approval, i.e. meeting minutes (with a motion), letter signed by council, resolution along with this completed form.

Printed Name

Date

Signature

Please send completed form packet to:

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