

GRANT ASSISTANCE REQUEST FORM

1. TRIBAL ORGANIZATION INFORMATION

Tribe/Tribal Organization

Phone Number

Title/Position

Preferred Contact Method

Primary Contact Name

Primary Contact Number

2. GRANT ASSISTANCE REQUESTED

Check all that apply:

☐ Identify potential grant opportunities

☐ Review/edit a completed application

☐ Research funding opportunities

☐ Grant application submission assistance

☐ Determine grant eligibility

☐ Grant management assistance

☐ Develop a grant application

☐ Grant reporting assistance

☐ Develop/edit a grant narrative

☐ Grant closeout assistance

☐ Develop project goals and objectives

☐ Other

☐ Develop a project budget

3. PROJECT INFORMATION

Project Name

Estimated Amount of Funding Needed

Briefly describe the project or funding need.

What community, Tribal program, or population will benefit?

Project Type:

☐ New project ☐ Existing project ☐ Expansion ☐ Planning/assessment ☐ Infrastructure/capital ☐ Program/service ☐

Other

4. GRANT OPPORTUNITY

Grant/Funding Opportunity Name

Funding Agency

Grant Opportunity Number

Application Deadline

Grant Website/Link

Previously applied? ☐ Yes ☐ No ☐ Not sure

5. ASSISTANCE NEEDED

Please describe the specific assistance you need from TCC:

What would you like TCC to help you accomplish?

6. GRANT DEVELOPMENT STATUS

- | | |
|--|---|
| ☐ Need help identifying funding | ☐ Developing budget |
| ☐ Grant opportunity identified | ☐ Application nearly complete |
| ☐ Developing project concept | ☐ Application submitted |
| ☐ Determining eligibility | ☐ Awarded – need management assistance |
| ☐ Gathering documents | ☐ Nearing closeout |
| ☐ Developing application | ☐ Other |
| ☐ Writing narrative | |

7. AVAILABLE PROJECT INFORMATION

- | | |
|---|---|
| ☐ Project description | ☐ Grant guidelines/NOFO |
| ☐ Project goals/objectives | ☐ Previous grant application |
| ☐ Project budget | ☐ Previous grant award |
| ☐ Organizational information | ☐ Supporting documentation |

- ☐ Letters of support
- ☐ Tribal Council resolution
- ☐ Quotes/estimates
- ☐ Project plans or assessments

☐ None at this time

☐ Other

8. TIMELINE & PRIORITY

When do you need grant assistance?

- ☐ As soon as possible
- ☐ Within 2 weeks
- ☐ Within 30 days
- ☐ Within 60 days
- ☐ More than 60 days
- ☐ No specific deadline

Important timing considerations

Additional information

9. TCC STAFF USE ONLY

Date Request Received

Assigned Grant Writing Firm

Date Reviewed

Follow-Up Date

Request Priority:

- ☐ URGENT – within 14 days
- ☐ HIGH – within 30 days
- ☐ NORMAL – more than 30 days ☐

Eligible/Appropriate for TCC Assistance? ☐ Yes ☐ No ☐ Additional information needed

Type of Assistance Assigned: ☐ Grant Research ☐ Grant Development ☐ Grant Review ☐ Budget Development ☐ Grant Management ☐ Grant Reporting ☐ Grant Closeout ☐ Technical Assistance ☐ Referral

[illegible]

GRANT ASSISTANCE DISCLAIMER

Submission of this form does not guarantee that grant assistance will be provided or that a grant application will be submitted on behalf of the requesting Tribe or Tribal organization. Requests will be reviewed based on available TCC staff capacity, funding opportunity requirements, eligibility, application deadlines, and the level of assistance requested.

The requesting Tribe or Tribal organization remains responsible for providing accurate information, required documentation, obtaining necessary Tribal approvals, and ensuring that submitted applications are complete and accurate.

Please send completed form to:

Selina J Sam, TCC Planning and Development Manager

122 First Avenue Suite 600, Fairbanks, Alaska 99701

P: (907) 452-8251 ext. 3385 | F: (907) 459-3954

selinaj.sam@tananachiefs.org