

Essential Files

Grantwriting for Municipalities

The following list should be updated annually and kept in one central file for easy access.

- Organizational Chart (overall municipality/departments and/or programs)
- Contact Information
- Letter from Town/City Attorney (on letterhead) documenting:
 - a. That your organization is a Governmental Agency (generally by documenting Section 170 status under the IRS Code) or
 - b. That your municipal or public agency qualifies as a 501 (c) 3, citing the relevant IRS Section
 - c. That the grant will be used for a “charitable purpose” (i.e., the basic tenants that a nonprofit entity must pursue in order to qualify for 501 (c) 3 status). For example, health, education, helping the poor, etc.
- Master and/or Strategic Plan
 - All recent professional planning documents within the last ten (10) years, such as:
 - Council on Affordable Housing Plan (COAH)
 - Open Space Plan
 - Recreation Plan
 - Community Policing Plan
 - Technology Plan(s)
 - Redevelopment Plans
- Profile of Municipality’s History
- Profile of Municipality’s Present Characteristics
- Key Staff Resumes (for the project you are requesting funds for)
- Municipality Audit Report for the Last Fiscal Year
- Municipal Budget Summary (present year)
- List of This Year’s Income Sources (there may be smaller-type sources for a municipality, most of which are formula-based sources, not discretionary)
- Documentation and details of any public campaign to raise funds for the purpose for which a grant is being requested (if available)
- Most Recent Census Data (www.census.gov)
- Most Recent Crime Data (if appropriate for grant proposal)
 - A good summary report for your municipality would be from the New Jersey State Police Uniform Crime Report which is published annually.
- Most Recent Transportation Data (if appropriate for grant proposal)

- List of Current/Planned Projects Listing Funding Sources and Implementation Schedules
- Current Municipality Maps (General and Neighborhood), such as:
 - Zoning
 - Recreation
 - Parks/Green Acres
 - Land Use
 - Aerial Photos
 - Floodplain
 - United States Geological Survey (USGS)
- List of Community Agencies (non-profits) with which you collaborate
- List of Corporate and/or Business Partners, such as:
 - Chamber of Commerce
 - Merchant Association
- List of Community Partners, such as:
 - Neighborhood Development Groups
 - Civic Clubs
- News Clippings, Consumer & Community Support Letters
- Brochures and Newsletters
- Authorizing Municipal Resolution Form
- Form 424B: Certification Regarding Lobbying, Debarment, Suspension and Drug Free Workplace
- Standard Federal Form 424: Application for Federal Assistance
It is suggested that you fill out one with your municipality's generic information, to have on hand.
- List of Special Status Your Municipality has with Various State and Federal Agencies, such as:
 - Abbot School District
 - U.S. Economic Development Administration (EDA) – Difficult to Develop Community
 - N.J. Department of Community Affairs (DCA) – Center Designated
 - Council on Affordable Housing (COAH) – Status Enterprise Zone Status
 - Do the Feds consider your municipality rural?
 - What is the municipality's status with Community Development Block Grant (CDBG) Funding?
 - Are you a direct recipient of U.S. Housing and Urban Development (HUD) money?
 - Are you apart of a County Program or eligible to compete for NJDCA Small Cities Funding?
 - Are you an Urban Aid Municipality?
- Wish List
- Other (special request for specific documentation by funder)