

## The Importance of Developing Essential File Documents

When preparing to write grants, most agencies tend to start writing from scratch versus spending time to develop their essential file documents. I have researched Federal, State and Foundation Requests for Proposals (RFP's) and I have found that these grantors repeatedly request similar information and attach-documents. I have compiled and attached a list of many of the documents grantors require when submitting an application. The "Essential Documents" list also includes information you will need to use in the body of your proposal (i.e. Profile of Population and Profile of Municipality History). Once compiled, you can cut and paste this data into any application. It is also recommended that these essential document files be updated on a yearly basis and maintained in a central location, assessable to those who need this information to write grants.

Most municipal grants rely heavily on statistical information. Statistical data is the way municipalities demonstrate their need for funding (i.e. law enforcement, community improvements, etc.) It is therefore imperative for the municipal grant writer to be familiar with statistical data. There are products available that would provide you with invaluable information with regard to demonstrating your need for funding. Some of these products include:

- LandView 6 DVD (2-Disc set) "tool kit" (Cost \$129.00)  
<http://www.census.gov/geo/landview/lv6.pdf>  
LandView 6 DVD 2-disc set contains both database management software and mapping software to create a simple computer mapping system involving two programs: MARPLOT and LandView. The MARPLOT mapping program allows users to map Census 2000 legal and statistical areas, EPA environmental sites, and USGS Geographic Names Information System (GNIS) features.
- Census 2000 Summary File 1 DVD (Software Version): U.S. Summary (Cost \$70.00) <http://www.census.gov/mp/www/Catalog/SF1.html>  
Provides basic Census 2000 data (e.g., age, sex, race) asked of all people and about every housing unit for all states down to the block level. Contains software allowing users to manipulate and download data from the file. Differs from National File in that US Summary has data for Census tracts, block groups, and blocks.
- Current Population Survey 2002 through 2004. All Files CD-Rom (5) (Cost \$55.00) <http://www.census.gov/mp/www/rom/cps.htm>