

Federal Funding Process

Identify the Need: Federal grants assist in addressing a specific need within your community. Identify the subject area your issue falls under to help you narrow down which federal agency may provide grant opportunities for that issue.

Propose a Solution: Be detailed in the steps your project will take to address the need in your community. Create a complete budget and identify the percentage of matching funds you are able to contribute to the project. A federal grant will almost never cover the entire cost of your project and successful projects often leverage funds from multiple sources. Consider searching for additional non-federal grant opportunities with Washington State, county or local governments, or private [foundations](#)¹.

Establish Partnerships: Chances are, others in your community have noticed the issue too and can enhance your efforts to address it. Invite these individuals, non-profits, and community organizations to become partners in your project.

Locate a Grant: Though all 26 federal agencies maintain a website listing their grant opportunities, all open funding applications can be found at [Grants.gov](#)². This website is the portal used by each agency to administer grant applications from all interested parties. You can search for grants by keyword, eligibility, topic, or federal agency. You can sign up for email notifications for funding opportunities that are applicable to your area of interest, [here](#)³.

Get Trained: Grants.gov also provides [training videos](#)⁴ and webinars for interested applicants as well as technical assistance with the application. Review [tutorials](#)⁵ for grant writing to make sure your proposal is clear, concise, and competitive.

Apply: The application process can be extensive and is facilitated exclusively by Grants.gov. Be sure to register as soon as possible if you are planning to apply for a grant as this process can take a few weeks to complete. You should always request feedback on grant applications from the federal agency so that you can address any weaknesses and increase your competitiveness for future applications.

Many issues can come up when submitting an application and federal funding opportunities are usually explicit in their inability to accept applications after a deadline has passed, despite technical issues or glitches. It is wise to submit your application via grants.gov well in advance of the deadline so that any issues that arise after submission may be addressed by the agency and grants.gov before the deadline.

For tips on how to write a competitive grant proposal, please review the report issued by the Congressional Research Service: "[How to Develop and Write a Grant Proposal](#)⁶" by Merete F. Gerli, August 15, 2014.

Letters of Support:

Once you have completed your grant proposal and application, I encourage you to reach out to me so that I may provide a letter of support directly to the federal agency for your proposal.

These letters can be included with your application at the time of submission or sent to the agency for consideration after the deadline has passed. All requests will be considered by my regional director in your area and the legislative aid knowledgeable in the program's issue area. We do not provide support letters for all grant programs or for all applicants who contact our office.

Our office requests a period of two weeks to prepare your letter from the time it is requested. Letters may be prepared on short notice on a case by case basis and is dependent on staff availability. Letters can be sent directly to the agency after the application deadline has passed.

To request a letter of support, please contact my Grant Coordinator in my Seattle office. Consider providing a sample letter of support and a copy of your application's executive summary, project narrative, or one pager when requesting a letter of support.

The Grants Coordinator can be reached at:

Office of U.S. Senator Maria Cantwell
c/o Grant Coordinator
915 Second Ave, Suite 3206
Seattle, WA 98174
206-220-6400

¹ <http://www.foundationcenter.org/>

² <http://www.grants.gov/web/grants/home.html>

³ <http://www.grants.gov/web/grants/manage-subscriptions.html>

⁴ <https://www.youtube.com/watch?v=8HLFoOoVGQY&feature=youtu.be>

⁵ <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>

⁶ <http://www.cantwell.senate.gov/imo/media/doc/HowToDevelopAndWriteAGrantProposal.pdf>

Resources:

KEY FEDERAL SOURCES OF FUNDING

- [Catalog of Federal Domestic Assistance](http://cfda.gov/) - <http://cfda.gov/>
- [Grants.gov](http://www.grants.gov/) - <http://www.grants.gov/>
- [State Single Points of Contact](http://www.whitehouse.gov/omb/grants_spoc) - http://www.whitehouse.gov/omb/grants_spoc
- [CFDA in Local Libraries](https://www.cfda.gov/index?s=program&mode=form&tab=core&id=a58122837a0fc787238be2cc4a8a5f9a) - [https://www.cfda.gov/index?s=program&mode=form&tab=core&id=a58122837a0fc787238be2 cc4a8a5f9a](https://www.cfda.gov/index?s=program&mode=form&tab=core&id=a58122837a0fc787238be2cc4a8a5f9a)

RELATED FEDERAL RESOURCES

- [A-Z Index Departments & Agencies](https://www.usa.gov/federal-agencies/a) - <https://www.usa.gov/federal-agencies/a>
- [Energy Efficiency and Renewable Energy](http://energy.gov/eere/office-energy-efficiency-renewable-energy) - <http://energy.gov/eere/office-energy-efficiency-renewable-energy>
- [Homeland Security Grants](http://www.dhs.gov/how-do-i/find-and-apply-grants) - <http://www.dhs.gov/how-do-i/find-and-apply-grants>
- [USA.gov for Business](https://www.sba.gov/category/navigation-structure/loans-grants) - <https://www.sba.gov/category/navigation-structure/loans-grants>
- [USA.gov for Nonprofits](https://www.usa.gov/for-business-owners) - <https://www.usa.gov/for-business-owners>
- [Student Aid on the Web](https://studentaid.ed.gov/sa/) - <https://studentaid.ed.gov/sa/>
- [GovBenefits.gov](http://www.benefits.gov/) - <http://www.benefits.gov/>
- [FTC Consumer Alert](https://www.consumer.ftc.gov/) - <https://www.consumer.ftc.gov/>
- [OMB Circulars](https://www.whitehouse.gov/omb/circulars_default/) - https://www.whitehouse.gov/omb/circulars_default/