

Grant Matching Program Application Guide

This is not the Grant Matching Program (GMP) application. This is a list of questions required on the application so that potential applicants can prepare their answers in advance. All applications must be submitted via the [online application](#). If you have any questions, contact the GMP manager at grantmatching@admin.nv.gov or 775.684.0156.

Plan Ahead

Please visit the [GMP webpage](#) to review the eligibility requirements prior to starting the GMP application process.

The GMP application includes 43 questions, most of which are yes-or-no or fill-in-the-blank questions. 14 questions require a brief summary response. The application should take approximately two (2) hours to complete.

Your application will automatically save, and you can change your answers until you complete your application. If you apply to the GMP more than once, you must [clear your browser's cookies](#) to start a new GMP application.

Scoring and Evaluation

This application is to qualify your organization for matching funds. Though the review team will not evaluate your federal or nongovernmental organization grant proposal, it will evaluate your organization's suitability for matching funds based on your answers about your organization, the identified grant opportunity, and your proposed program. Your application will be evaluated on its own merit and not competitively against other applicants. The GMP manager will first conduct a technical review to make sure that the information submitted in the application is complete and consistent. Applications that are incomplete or have inconsistent information will fail the technical review and will not be evaluated by the review team.

The review team will only be able to see this application and the information supplied within. It is important to answer all questions as thoroughly as possible to ensure your organization will qualify for the matching program award. The review team committee will use established review criteria that align with the eligibility requirements and a scoring evaluation form to review your application.

Before Submitting

Grant deadlines operate on a tight timeline and there may be follow-up requests from the GMP manager if your application is missing information. It is imperative the person

you list as the point of contact has access to email and is responsive to communication. The GMP is not responsible for missed communication and cannot guarantee a timely response if information is missing. Approved applicants will receive a letter of commitment verifying the obligated match, which will be contingent on a successful federal or nongovernmental grant award and/or Interim Finance Committee authorization. Approved applicants will receive their GMP grant award letter and award agreement after the federal or nongovernmental notification of grant award.

Completion Requirements

For your GMP application to be considered complete, you must:

- Answer **ALL** questions; and
- Send **ALL** required supporting documents:
 - The signed [self-certification form](#);
 - Most recent legislatively-approved or approved organizational operating budget;
 - Organizational chart(s), including proposed staff additions for the identified grant opportunity;
 - Letters of commitment for supplemental match (as applicable); and
 - Organization's documented mission and vision (if not available online).

Application Questions

APPLICANT INFORMATION QUESTIONS

1. Organization Name (Enter the requested information.)
2. Organization Address
3. Organization City
4. Organization State
5. Organization Zip Code
6. Which of the following best describes your organization? (Select the relevant answer.)
 - State Agency
 - Local Government Agency

- Tribal Government
- Nonprofit Organization
- Other (specify)

If OTHER, your application is disqualified. (Please contact the GMP manager for further information.)

7. Point of Contact Name (Enter the requested information.)
8. Point of Contact Email Address
9. Point of Contact Phone Number
10. Enter your State of Nevada Vendor Number

Enter your vendor number and continue to the next question.

If you don't have one, you will need to register with the State of Nevada Purchasing Division prior to application.

11. Enter your Data Universal Numbering System (DUNS) number or Unique Entity Identifier (UEI) number

If you don't have one, register with SAM.gov prior to application.

12. Has your organization exhausted all potential sources for the federal match requirement?

AB 445 requires that all other sources of match be exhausted before applying for GMP funds. If NO, your application is disqualified. (Please contact the GMP manager for further information.)

If YES, continue to the next question.

FEDERAL OPPORTUNITY QUESTIONS

Organization Eligibility

13. Funding Opportunity Number

This is the number assigned to the federal opportunity, if applicable

14. What is the name or title of the federal opportunity?

15. What is the name of the federal funding organization?

This is the name of the agency providing the funding opportunity.

16. Enter the CFDA number for the federal opportunity

17. What type of funding type is the federal opportunity?

- a. Mandatory/Formula
- b. Discretionary/Competitive

If MANDATORY/FORMULA, your application is disqualified. (Please contact the GMP manager for further information.)

If DISCRETIONARY/COMPETITIVE, continue to the next question.

18. Provide the link to the funding opportunity announcement if applicable

19. Provide the federal grant opportunity's purpose as stated in the Notice of Funding Opportunity.

20. Will the federal grant funding services be performed in Nevada?

21. What counties in Nevada will receive benefits from the federal opportunity if awarded?

Carson City

Churchill

Clark

Douglas

Elko

Esmerelda

Eureka

Humboldt

Lander

Lincoln

Lyon

Mineral

Nye

Pershing

Storey

Washoe

White Pine

22. What is the project period for the federal opportunity? (Enter the date period for the project)
23. Provide the percentage of match that is required overall for the federal opportunity.
24. Provide the amount of match (as a percent) that is being requested from the GMP. How much percent of the total match is being requested?

The max GMP will provide is 50% of the total match requirement for the federal award.

25. Provide the exact dollar amount of match being requested.
26. Provide the exact dollar amount being requested for the total federal opportunity.

continue to the next question.

27. Provide the exact dollar amount for the total project cost for the federal opportunity for which you are applying for.

This should include the total of direct costs, indirect costs and matching funds.

SCORED SUMMARY QUESTIONS

28. Provide your organization's mission and vision.
29. Provide the location where your mission and vision are documented.

If they are published on your website, please also include the link in your response.

30. Provide a detailed description of how your organization is accomplishing your mission and vision, including how a GMP award will further that achievement.
31. Provide a detailed description of your organizations scope of work, including how the federal opportunity you are applying for correlates to this scope.
32. Provide a detailed description of your need for GMP funds, including an explanation of how you have exhausted all other sources of match and what those sources were. Detail all efforts that were unsuccessful.
33. Provide a detailed description of your organizational capacity for implementing, monitoring and managing the proposed federal grant program for which you are applying for. Include details about staffing, expertise, experience, partnerships, similar grants, and any other helpful experience or information.
34. Provide a detailed description of your organization's goals, objectives, and measurable outcomes for the proposed federal grant program.
35. Provide a detailed description of the activities that would be funded with the federal grant program.
36. Provide a detailed description of how the proposed federal grant program will add services in Nevada.
37. Provide a detailed description of how the proposed federal grant program aligns will your organization's documented priorities.
38. Provide a detailed description of how the proposed federal grant program addresses the needs of underserved and/or frontier communities in Nevada.
39. Provide a detailed description of how the proposed federal grant program will build capacity for future grant opportunities.
40. Provide a detailed description of how the federal proposed grant opportunity will enable your organization to sustain the program it will create or assist.
41. Describe any additional impacts the proposed federal grant program will have.
42. You must email your most recent legislatively approved budget, single certification form, and most recent organizational chart to grantmatching@admin.nv.gov. Failure to do so will result in your application being disqualified.

43. If your organization is supplementing the GMP with other sources of matching funds, you must email any other letters of commitment for matching funds to grantmatching@admin.nv.gov. Failure to do so will result in your application being disqualified.

APPLICATION CERTIFICATION

I certify that all entries and answers are true and accurately reflect my organization, the identified federal grant opportunity, and the proposed federal grant program and proposal that my organization is planning to submit. I further certify that I am authorized on behalf of the organization I am representing to submit this application for the GMP to the Nevada Office of Grant Procurement, Coordination, and Management. (Enter name of individual completing this GMP application.)