

## 2024-2025 Grant Assistance Program

### *Proposal*

#### **Program Overview**

Central Pines Regional Council will administer a comprehensive grant program that assists local governments with grant tracking, proposal development, grant writing and reporting, and funding agency engagement on the influx of federal and state funding opportunities. Participating communities will be able to request help for their own grant applications and will have regular meetings with assigned project leads to assist with internal collaboration between departments, discuss potential projects, and give guidance on eligible funding sources.

#### **Program Contacts**

Alana Keegan, [akeegan@centralpinesnc.gov](mailto:akeegan@centralpinesnc.gov)  
*Local Government Services Director*

Lindsay Whitson, [lwhitson@centralpinesnc.gov](mailto:lwhitson@centralpinesnc.gov)  
*Community & Economic Development Director*

Tara Nattress, [tnattress@centralpinesnc.gov](mailto:tnattress@centralpinesnc.gov)  
*Senior Management Analyst*

#### **Central Pines Regional Council Responsibilities:**

- Managing all program administration including hiring and oversight of program staff, coordination with contractual and external partners, and financial oversight.
- Communicating regularly with local government staff to discuss potential projects, additional funding opportunities, and opportunities for multi-jurisdictional applications.
- Tracking a wide range of funding sources to monitor and identify opportunities for program communities.
- Working with local government staff to move projects from ideation to submitted applications: develop competitive project ideas, and coordinate with partners or sub-recipients and associated funding sources.
- Overseeing project management for grant proposal writing, proposal development, stakeholder coordination, application submission, and grant evaluations.
- Establishing strong relationships with state/federal funding agencies identified as priorities and facilitating meetings with agencies to talk through project ideas and funding alignment.

#### **Local Government Responsibilities:**

- Providing up-to-date information on local funding goals, priorities, and project needs.
- Assisting with proposals and applications by providing internal documentation, resources, or plans in a timely manner.

- Assigning a program contact(s) to ensure continuity of operations that can work with the Central Pines staff on information dissemination and coordination internally.

**Program Cost and Program Sustainability**

The Town of Apex will pay a prorated amount for FY 24 of \$6,250 and \$25,000 beginning FY 25 and be provided with all the services listed above, with the following limitations on federal grant applications. These stipulations ensure that the CPRC team can provide the most effective and high-quality products.

- CPRC will write up to four (4) federal grant applications each year. Additional applications can be requested at a rate of \$80/hour.
- Federal grant applications requested less than 3 weeks before the deadline will include a \$2,500 fee.

Communities are also asked to prioritize utilizing CPRC for grant administration of successfully awarded proposals over other external agencies to support the longevity and growth of CPRC’s grant services. Grant administration costs can be built into grant applications.

**TERMS**

The term of this agreement shall be entered into April 9, 2024, through June 30, 2025. If you agree with the terms of this service agreement, please indicate by signing below and returning a signed original to Central Pines Regional Council. This confirms your intention to accept the scope of work and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

**SIGNATURES**

**Town of Apex**

**Central Pines Regional Council**

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Director)

\_\_\_\_\_