

To increase capacity of California Native American Tribes to access funding opportunities, the FBA offers *free* technical assistance to support applicants to develop proposals and competitive applications. The FBA cannot write the full grant application, meet with granting agencies on the applicant’s behalf, or submit the application. The table below describes the activities that the FBA can provide to support applicants. Other support may be available based on applicant needs.

Time Until Grant Due	<b>Forest Business Alliance</b>		
	<b>Alliance</b>	<b>Applicant</b>	
<b>4-6 Weeks Prior</b>	✓ Initial consultation to determine project and applicant needs		
	✓ Provide internal activities timeline and checklist	✓ Respond and meet internal timelines to best of ability	
	✓ Assign TA provider to project	✓ Provide primary point of contact to lead grant activities and communication	
	✓ Support project concept development	✓ Provide project concept	
	✓ Detailed review and guidance for project scope/proposal	✓ Lead writing scope	
	✓ Draft letters of support and offtake; provide list of recommended entities to contact	✓ Distribute and collect letters of support	
	✓ Orientation to submission platforms (eCivis/SAM)	✓ Complete eCivis/SAM registration	
	✓ Guidance for budget and narrative	✓ Lead writing budget and collecting backup (quotes)	
	<b>2-3 Weeks</b>	✓ Provide checklist and guidance for supporting documentation	✓ Collect supporting documents
		✓ Provide guidance, templates, other for unique documents (e.g. business plan, offtake)	✓ Collect and complete unique documents
✓ Review grant package (scope, budget)		✓ Final edits to grant package	
✓ Provide guidance on application entry to submission platforms (eCivis/SAM)		✓ Enter and submit grant to submission platforms (eCivis/SAM)	
<b>Other Resources Through the FBA</b>			
<ul style="list-style-type: none"> <li>✓ <a href="#">Workshops on grant applications, business plans, budgets, and more</a></li> <li>✓ <a href="#">Template documents for business plans, budgets, and more</a></li> </ul>			