

Financial Services Department Grants Services Division
Request for Services/Technical Assistance

The Grants Services Division (GSD) of the Financial Services Department provides grant writing assistance and other technical support services to City Departments. To request assistance from the GSD, please complete this form indicating the type of support needed.

When you have completed this form, please **email as an attachment** to the Grants Services Division at Grants-1@elpasotexas.gov or fax to the attention of Nancy Melendez-Forbes at 541-4229.

Please allow a minimum of two days for a staff member to respond to your request.

Contact Information (person making request)

Name: _____

Position: _____

Department: _____

Telephone No. _____ fax _____

Email Address: _____

Type of Request (please check services(s))

- Grant Writing support, please describe support needed.

- Technical Assistance (e.g., help identifying community partners, grant routing procedures, grant attachments)

- Capacity Building Training, please describe the types of trainings you need or are interested in.

- Other, please provide details.

If Grant Writing support is needed, please complete the following section

Name of Grant: _____ Project Leader: _____

Type of Grant: Federal State Foundation Other

Purpose of Grant: _____ Amount of Grant: \$ _____

Match required: Yes No % _____ In-kind \$ _____ Cash \$ _____

Partnership requirement? Yes No Partnership identified? Yes No

Will grant require council approval? Yes No Deadline to submit grant _____

Received at GSD: Date: _____ By: _____

This office wants to help you in preparing successful grants. Please do not hesitate to call us with questions about completing this form at 541-4445.