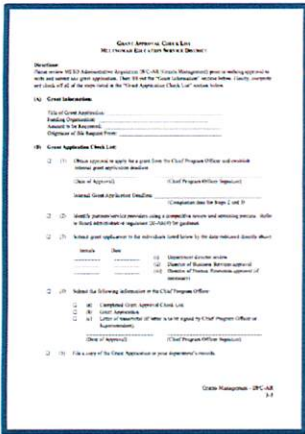


# So, You Want to Apply for a Grant



This Checklist in DFC-AR is sent to CPO for preliminary and final approval

**ABOUT PUBLIC NOTICE**  
 "Public Notice" means a newspaper ad. At a minimum, you must publish Public Notice of Grant Partnering opportunities on 1) the MESD website, and 2) for at least one day in at least one of the following publications, 3 days prior to selecting Partners:

- The Oregonian
- Daily Journal of Commerce (DJC)
- A relevant Trade Journal

Choose the publication that will provide your notice with the greatest, most relevant readership in your allotted time.

Notice of grant opportunity

Obtain preliminary approval to apply for a grant (Checklist Part A)

Obtain Assistance (writers, etc)

simultaneously

Select Partners

simultaneously

Begin Writing Grant

Choose one method of Partner Selection

**Public Meeting Method**

Publish Notice at least 3 calendar days prior to Public Meeting

Select Partners / service providers based on criteria published in the Public Notice and negotiations in the meeting.

Your Public Notice must include (in any logical order):  
 --MESD is applying for grant  
 --Who is providing grant  
 --Purpose of the grant  
 --Function of Partners sought  
 --Criteria for selection of Partners  
 --MESD Contact name, phone, email for questions

\*\*\*AND EITHER\*\*\*  
 --Due date, time & how to contact MESD (apply)

\*\*\*OR\*\*\*  
 --Meeting time, date & place, if attendance required, and statement that Partners will be selected at meeting.

**Public Notice & Evaluation Method**

Publish Notice at least 3 calendar days prior to selection of Partners

Select Partners / service providers based on criteria published in the Public Notice

Document selection process and criteria for MESD's files, then complete and submit the application to the CPO with Part B of the Checklist filled in.

**BEST PRACTICES**  
 In addition to the above minimum requirements you may:  
 --Publish Notice in more than 1 publication  
 --Publish Notice for more than just one day  
 --Publish Notice more than 3 days before selection  
 --Notify email lists or listservs  
 --Call people and tell them about it

**SHORTCUT:** If all of your partners are federal, state or local government/public entities, you may skip the Public Notice part of Partner selection, but you must still document your selection criteria and process for MESD's files.

**AFTER GRANT AWARD:** Follow MESD's regular procedures for selecting goods and service providers when a need for goods, service providers or Partners is identified after Grant Award.