

# Grants Services Division Fact Sheet



## Grants Services Division

The City of El Paso's Grants Services Division (GSD) was restructured in 2005 by newly appointed City Manager, Joyce A. Wilson. The GSD, formerly known as the Grants Office, is comprised of a Division Coordinator, a part time student intern and a pool of grant writers that are hired on a contractual basis to be assigned as needed to assist departments in the development of their grant proposals.

## Assistance to Departments

The Grants Services Division enables city departments through a myriad of grant-related services including: assisting departments in developing a needs assessment for grant funding; identifying potential funding sources through eCivis (a purchased grants search network that provides the most current information on available federal, state, local, foundation funding sources); communicating with funding agencies on questions or concerns regarding grant applications; reviewing grant applications to ensure required documents are available for grant submission; review budgets for accuracy; route grant for appropriate signatures; initiate grantwriter/department staff meetings to outline tasks; coordinating a grant development team of subject matter experts to assist in the development of a grant; provide internal assistance in writing grants and other forms of assistance as necessary.

## eCivis Grants Network

In 2003, the City of El Paso contracted with eCivis, a company that provides a one-stop shop for grants services including an extensively researched grants network bringing participants information on available funding opportunities on a daily basis. This service is managed by the Financial Services Department GSD providing free, unlimited access to city staff and to a maximum of 50 community agencies.

## Capacity Building

The GSD organizes various trainings and workshops throughout the year to help strengthen department capacity for grant writing and grant seeking. Some of the workshops provided by the GSD are:

- Grant Writing – usually facilitated by individuals who work in the private sector with vast success in grant development. Participants are provided with experiential workshops allowing participants hands-on experience in the development of a grant application.
- Grant Seeking – usually provided by the GSD or by eCivis, the City's grant network provider. The training offers participants the opportunity to enter a profile that will allow them to seek funding specific to the needs of the department.
- Logic Modeling – usually provided by grant sponsors. This workshop is experiential in nature and participants get to develop a logic model in class.
- Factfinder.gov – provided by the U.S. Census Bureau. Helps participants navigate and map needed data through the complex US Census system.

## Community Outreach

GSD provides eCivis services to the El Paso community free of charge to up to 50 Community Based Organizations (CBOs). Providing this service helps the City of El Paso increase revenues, bring needed programs and services and stimulates the overall economy by providing more jobs. CBOs can apply to receive this service by signing an agreement with the Financial Services Department GSD.

## For more information, contact:

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