



Grant Writing Tips & Best Practices

A Guide for New Mexico Airport Sponsors & Local Leaders

Getting Started: Know What You're Applying For

Before you write a single word:

- Understand the grant's purpose. Is it for planning, infrastructure, equipment, safety, or education?
- Check eligibility. Make sure your airport or community fits the requirements.
- Note the deadlines. Build in time for internal reviews, signatures, and supporting documents.

Step-by-Step Grant Writing Tips

1. Tell Your Story Clearly

- Start with who you are and why this matters to your airport and community.
- Keep it focused: tie every sentence back to the goals of the grant.

2. Define the Problem

- Describe the need or challenge you're addressing.
- Use facts, photos, inspection findings, and real-world consequences if the need isn't met.

3. Present the Solution

- Be specific about what you're asking for and how the money will be used.
- Break the project down into phases, tasks, or line items.

- Use realistic, well-researched cost estimates.

4. Highlight Community Impact

- How will the project benefit pilots, businesses, emergency responders, or students?
- Include support letters from city leaders, fire departments, or community partners.

5. Know Your Numbers

- Include a simple budget breakdown: what's funded by the grant vs. your match.
- Make sure the math checks out—and double check it again.

6. Include a Timeline

- When will the project start and end?
- Identify major milestones (e.g., engineering complete, bid awarded, construction start).

Best Practices

- Follow the instructions exactly. Don't skip questions or required attachments.
- Avoid fluff. Be clear and direct—grants aren't judged on length.
- Proofread and edit. Typos, missing details, or conflicting numbers can cost you.
- Use plain language. Imagine explaining the project to a city councilor unfamiliar with aviation.
- Save templates. If you write a strong narrative, you can adapt it for future opportunities.

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Where to Find Grants

- FAA: [FAA Grants by Category](#).
- New Mexico Aviation Division: Reach out for guidance and updates on state funding programs.
- Other sources: EDA, USDOT, FEMA, state economic development offices, and regional councils of government.

Need Help?

The NMDOT Aviation Division is here to help. We're happy to:

- Review draft applications
- Help identify funding sources
- Provide letters of support or data points for your application