



Notice of Funding Opportunity (NOFO) Outline Tool

The NOFO Outline Tool is designed to help organizations capture all required details from a NOFO in one table to provide a clear, actionable structure for application development.

How to Use the Tool

- o **Step 1:** Review a NOFO to identify or highlight all application requirements.
- o **Step 2:** Complete the “Grant Program Information” section with key program details.
- o **Step 3:** Populate the “NOFO Outline” table using the following sections as a guide:
 - » **Header:** Main section title from the NOFO (e.g., Project Overview, Budget)
 - **Subheader:** Subsection title from the NOFO, if applicable (e.g., Project Overview, Project Location, Project Readiness, Community Served)
 - **Narrative and Data Requirements:** For each subheader, specific content, data points, or attachments requested or mentioned in the NOFO.
 - **Submission Requirements:** Formatting requirements (e.g., specific table), page limits, other instructions for submission.
 - **Criteria/Points:** Scoring or evaluation guidance linked to the section.
 - **Page Number:** Page references for where the relevant information appears in the NOFO.

TIP: This table should be customized to align with the structure of the NOFO, but keep in mind that requirements may be distributed throughout the NOFO. For example, a data requirement might appear on the first page but not in the application requirements section. Capturing all submission and funder requirements in this table ensures nothing is missed when drafting the written application.

GRANT PROGRAM INFORMATION

Grant Program	
Funding Agency	
Program Link(s)	
Application Deadline(s)	
Period of Performance	



STATE BUDGET DEPARTMENT GRANTS MANAGEMENT OFFICE

Mark Gordon, Governor | Kevin Hibbard, Director



NOFO OUTLINE

Header	Subheader	Narrative & Data Requirements	Submission Requirements	Criteria/Points	Page #





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