

**COMMUNITY FOUNDATION OF GREATER FLINT  
NEIGHBORHOODS SMALL GRANTS PROGRAM  
(NSGP)  
2020 Grant Application**

**Name of Group/ Organization:**

**Group/ Organization Mailing Address:**

**Group's County Registration DBA number or Federal EIN for 501(c)3 organizations:  
(attach copy of DBA or letter documenting EIN or IRS 501(c)3 status)**

**Name and Title of Contact Person #1:**

**Address:**

**Phone Number:**

**Email Address:**

**Name and Title of Contact Person #2:**

**Address:**

**Phone Number:**

**Email Address:**

**Name of Project:**

**Grant Category (Choose one):**  Traditional Mini-Grant  Next Level Mini- Grant  
 Transformational Grant

**Amount Requested:**

**Project timeline (beginning and end date):** \_\_\_\_\_

## Organizational Information

1. When was your group organized?

2. What are the specific neighborhood boundaries (streets, landmarks etc.) of the area your group or organization serves?

3. What is the mission of your group (the purpose your group was created)?

4. Has your group received grant funding from the Community Foundation of Greater Flint Neighborhoods Small Grants Program (NSGP) in the past 3 years? Yes/No

5. If yes for question 4, please provide the year, name, and grant amount for all projects funded by NSGP since 2016.

(i.e. 2018, Cook Park Cleanup \$2,500)

Year of Grant Award	Name of Project	Amount Funded

- How successful was your group in completing the objectives of your most recent grant project (**Choose One**)
  1. Unsuccessful
  2. Somewhat Successful
  3. Neither Successful nor Unsuccessful
  4. Successful
  5. Extremely Successful
- Give 2 reasons for your answer in number 6
- Did you have any unexpected challenges/ obstacles?
- Did you have any unexpected rewards/ successes?

# PROJECT OVERVIEW

## 1. Which focus area does your project best fit? (Please check 1)

Strengthening Neighborhood Groups through Leadership Development/ Technical Assistance

Improving Neighborhood Conditions

Creating Safe Neighborhood Environments

Creating Opportunities for Neighbors to Connect and Engage in Community Activities

## 2. Which program outcome will your project address the most? (pick 1)

Community Engagement (Getting people involved in neighborhood/community groups or activities)

Developing Well-maintained and Inviting Outdoor Spaces (Engaging people in clean-ups, beautification and improvement of public spaces)

## 3. Which activities will your project consist of (choose any that apply):

Activity Type	Number of Activities
Workshops, trainings, conferences, learning exchanges	
Neighborhood Watch Activities	
Neighborhood Clean-ups	
Neighborhood Beautification	
Creating Neighborhood gathering spaces	
Neighborhood Engagement Events	
Neighborhood Art Festival	
Other Activities (Please specify):	

4. Will you require any special assistance or training to develop and carry out your project? If so, tell us what assistance you need.

## **Project Description Narrative:**

1. Describe in detail the project your group wants to do. Please make sure that your description includes the following:

- The type of project
- Where and when the project will take place
- Who will be involved in carrying out the project
- Who will be impacted by the project

2. How will you know if your project has been successful in bringing about this change?

3. Will your project require maintenance and upkeep throughout the grant period? If yes, describe the plan for maintenance and upkeep.

4. What other groups, organizations, businesses or organizations will you be partnering with to carry-out this project and what will they be contributing (e.g. cash, food, volunteers, meeting space, other donations)? **Please be sure to get permission and/or agreement to participate from the partners listed!**

<b>Name of Partner Organization/ Business/ Individuals</b>	<b>Partner Contributions</b>	<b>Contact name and phone number of partnering organization/business or individual</b>

***For All Applications:***

- ***Complete Attachment A – Project Planning Sheet***
- ***Complete Attachment B – Project Budget Worksheet***

***For Next Level and Transformational Grant Applications:***

- ***Also Complete Attachment C***

## COMMITMENT

We understand that funding of this proposal will commit our group/organization to:

- 1) Complete the activities described in this proposal
- 2) Actively engage other appropriate parties/individuals in planned activities
- 3) Engage in project evaluation activities sponsored by the Neighborhoods Small Grants program
- 4) Share activities and lessons learned with other neighborhoods and the Community Foundation of Greater Flint

Submitted by:

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Printed Name -Title	Signature	Date
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Printed Name – Title	Signature	Date
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The above signatures must be from:

**Neighborhood groups: Two officers of the group**

**Nonprofit Organizations: 501(c)3: Executive Director**

**Churches/ Faith-based Organizations: Pastor, Bishop, Rabbi, Priest or Head of Governing Body**

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### Proposal Check list:

**Completed Application Signed by Officers, Executive Director or Appropriate Head of Governing Body**

**Copy of DBA, EIN or IRS letter**

**Completed Project Planning Worksheet**

**Completed Budget Worksheet**

**Completed Attachment C for *Additional Information for Next Level Mini-Grant and Transformative Grant Applications Only***

## Attachment A

### Project Planning Worksheet

Name of Group \_\_\_\_\_

Name of Project: \_\_\_\_\_

(Please list all of the major steps to make your project happen. What will you do first? What will you do second, third, etc.? Make additional copies of this sheet if needed.)

	<b>List All Your Action Steps</b> <i>(What are the steps/activities that need to be taken to make the project goal happen? How will you make it happen from start to finish?)</i>	<b>Who is Responsible?</b> <i>(Who is assigned to make sure that this step is done?)</i>	<b>Completion Date</b> <i>(When will this action step need to be completed?)</i>	<b>Outcome (O) and Documentation (D)</b> <i>(How are you going to know that the step is done and has been successfully completed?(O) How will you document it? (D)</i>
1.				
2.				
3.				
4.				
5.				
6.				

## Attachment B

**Project Budget Work Sheet** Please complete the following budget form. Include all costs associated with this project. If there are additional sources of funding or matching funds (such as other grants) or in-kind support (such as donations of services or materials from area businesses, persons, government or organizations) list them in the appropriate column. Each volunteer service hour is worth \$25.43 per hour for adults and \$12.71 for children and youth.

Items	Amount Requested	Amount of Cash from Other Sources (i.e. dues, other grants, monetary donations)	In-kind Donations (Type and Value of Donations)	Total Costs (Add the total amount across each row)
1.				
2.				
3.				
4.				
5.				
6.				



<b>Items</b>	<b>Amount Requested from CFGF</b>	<b>Amount of Cash from Other Sources (i.e. dues, other grants, monetary donations)</b>	<b>In-kind Donations (Type and Value of Donations)</b>	<b>Total Costs</b>
7..				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
<b>Total Project Costs</b>	(Add total amount in column)	(Add total amount in column)	(Add total amount in column)	(Add total amount in column)

### **Attachment C: for Next Level and Transformational Grant Applications**

**Please describe in detail the ways that carrying out this project will help your group to move beyond traditional mini-grant projects such as clean-ups and block parties to have a deeper impact in your neighborhood**

**What method (s) was used to gain input from residents to identify the need that this project will address? (Examples: neighborhood survey, focus group of residents, master plan, census data, community meeting,...).**

**How will this project be maintained and sustained beyond the grant period?**

**Please attach sketches, diagrams, photos or any other materials that would provide detail about the following:**

- **The location of project**
- **Type and placement of essential project elements (i.e. trees, benches, pavilions...**
- **Any other additional information that would provide information about the size, scope and intended impact of your project.**