



Applications must be received by **February 6, 2020**.  
A complete grant application must include the following components: cover page, narrative, budget, proof of eligibility document(s), and letters of support from partner organizations (if applicable).  
**Please review the application handbook before completing the application.**

## 2021 Community and Civic Engagement Small Grants – Cover Page –

**Project Name:**

**Applicant Organization / Group:**

**Applicant Organization Nonprofit Status:** Please select one of the options below and include the associated proof of eligibility documents with your application.

**501(c)3 Organization** [Attach IRS nonprofit determination letter]

**Fiscally Sponsored by 501(c)3 Organization** [Attach fiscal sponsor's IRS nonprofit determination letter and fiscal sponsorship verification form]

**Applying for Fiscal Sponsorship with SE Uplift** [Attach SE Uplift fiscal sponsorship request form]

**Project Coordinator:**

**Phone:**

**Email:**

**Mailing Address:**

**City, State, Zip:**

**Partner organization(s)** [if applicable]:

**Requested Funding Amount:**

**Project Summary:** Briefly (75 words or less) summarize the activities and objectives of your project, involvement of key partners, and anticipated outcomes. Please use full sentences.

Please review the application handbook before completing the application.

## 2020 Community and Civic Engagement Small Grants – Narrative –

Please answer the following prompts in a separate document. Your narrative cannot exceed three pages single spaced and should **include the numbered prompts and your project title at the top**. You do not need to include the explanatory text under each prompt.

**1. Please describe your project, its goals and anticipated outcomes.**

*Include the purpose and rationale for the project, the specific activities you plan to carry out with grant funds, the objectives and anticipated outcomes, how you will measure success, and how the project meets one or more of the Community & Civic Engagement Small Grants program goals.*

**2. Please describe who will participate in your project activities.**

*Identify the target audience(s) that your project will engage, how they will be involved as active participants in the project, and if they have been involved in the design of the project. Please also include how many people you expect to participate.*

**3. Please describe your plan to promote your project and recruit participants.**

*Include how you will build awareness of your project in the community and what outreach methods you will use to reach your target audience.*

**4. Please describe your group's capacity to complete the project.**

*Include your organization's or project team's qualifications for carrying out this project and how they reflect the community you hope to engage. Identify any project partners and describe their anticipated role.*

**5. Please describe how you will carry out your project.**

*Provide a simple timeline of the steps you will take to accomplish your project. Please include your expected start and completion dates and all major project milestones.*

**6. Please describe how requested grant funds will be used.**

*This is a narrative version of your project budget. Include why budget items are necessary to complete the project and if they are based on best guesses or estimates from vendors. Identify how grant funds will be leveraged through volunteer time, in-kind donations, or other financial contributions.*

## 2020 Community and Civic Engagement Small Grants – Budget –

Grant requests can range from \$300 to \$4,000. Please detail all project expenses below. You may group items together (e.g. “painting supplies” as opposed to listing paint, brushes, canvas, etc., as separate items). For detailed instructions, see page 10 in the application handbook.

	Budget Item Description	Requested Funds	Leveraged Funds*	In-Kind Donations, Services & Volunteer Time**
<b>Personnel</b> (Contracting for professional services, participant stipends, volunteer time**, etc.)				
<b>Supplies &amp; Materials</b> (Painting supplies, wood, etc.—the materials needed to complete the project.)				
<b>Outreach &amp; Publicity</b> (Flyers, brochures, mailings, etc.)				
<b>Event Related Expenses</b> (Renting table/chairs, food, paper cups, etc.)				
<b>Permitting &amp; Fees</b> (Reserving park space, noise variances, street closures, etc.)				
<b>Other</b>				
<b>Subtotals</b>				
<b>Administration***</b> (Fiscal sponsorship, etc.)				
<b>TOTALS</b>				

\* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct financial support from your organization.

\*\* The value of general volunteer time should be calculated at \$24.70 per hour. For donated professional work, visit [https://www.bls.gov/oes/current/oes\\_38900.htm](https://www.bls.gov/oes/current/oes_38900.htm) to identify a median per hour volunteer rate or use the amount the professional usually charges for their services.

\*\*\* Administration cannot exceed 10% of the project related request. SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations. Please budget accordingly.