



Love My Neighbor! Grant Application

EXAMPLE

A Grant Program for Neighborhood Residents

At Neighborhood Allies, we believe no one knows our communities as well as those who live in them. If you are a resident and have an idea to do something positive for your neighbors and your neighborhood, apply for a grant today!

Residents from one of the **9 communities** are eligible to apply:

Allentown

Beltzhoover

Hill District

Homewood

Larimer

Lincoln-Lemington

Knoxville

Millvale

Wilkinsburg

MISSION

The mission of Love My Neighbor! grant program is to build neighborhoods by identifying, empowering, and supporting projects imagined by and for community.

Does your project qualify? Your project qualifies if it meets the following criteria:

- 1) Your project meaningfully includes and engages your neighbors.
- 2) Your project benefits your neighbors and neighborhood.
- 3) Your project builds on the strengths in your neighborhood.

Does everyone get a grant? No, not all applicants receive a grant. To increase the possibility of receiving a grant, make sure your project meets the above criteria.

How can I learn more? Attend a General Info Session! Strongly recommended but not required.

- 1) Hilltop United Methodist Church (Allentown) Tuesday, February 6th, 6-8pm, 631 E. Warrington Ave
- 2) Homewood Carnegie Library: Wednesday January 31st 5:30 - 7:30pm, 7101 Hamilton Ave

When is the deadline? There are 3 deadlines: February 1st, March 1st and April 1st

Please Note: All grant recipients must obtain a fiscal sponsor organization to manage the grant funds. If you do not know what a fiscal sponsor is or how to get one, we recommend you attend a general info session or workshop.

Grant Application

This application is the first step in the process of applying for a Love My Neighbor! grant. You are on the right track! Please complete this application to the best of your ability.

Grants amounts range from \$500 – \$2,500. Please see first and last page of this packet for other important information.



Your Information: This section is for you to provide more information about you! Please share important information about you!

Name of Resident: Shikha Jerath

Mailing address: 225 Ross Street, Suite 202 Pittsburgh, PA Zip code: 15219

Phone number: 412.471.3727 Ext. 219 E-mail address: Shikha@neighborhoodallies.org

Please indicate the exact address (or nearest address) where your project will take place:

Homewood Library - Large Event Space (7101 Hamilton Avenue)

List the names and primary contact information for up to 2 additional residents on your team:

- | | NAME | CONTACT INFORMATION |
|----|-----------------------------|--|
| 1. | <u>Shad Henderson</u> | <u>Shad@neighborhoodallies.org 412.471.3727</u> |
| 2. | <u>Sarah Dieleman Perry</u> | <u>Sarah@neighborhoodallies.org 412.471.3727</u> |

Please indicate which neighborhood(s) your project will be implemented:

Allentown	Homewood	Millvale
Beltzhoover	Larimer	Knoxville
Hill District	Lincoln-Lemington	Wilkinsburg

What is your group or organization type? Indicate the one that best describes your group:

- | | | |
|--------------------|--------------|---|
| Group of Residents | Safety Group | Block Group |
| Faith-based group | Youth Group | Other: <u>People who work in Homewood</u> |

What is the amount that you are requesting for your project? (\$500 – \$2,500): \$1,000

Do you have a fiscal sponsor for your project? If yes, what is the name of the organization that will serve as your fiscal sponsor? Yes, Neighborhood Allies



Project Information and Impact: This section is for you to provide more information about your project and its impact. Please share important information about your project.

1. Describe the your project and its goals: (250 word limit)

For our project, we want to create an event, the Love My Neighbor! Gathering, to the community on June 6th 2017. The goal is to connect people who have similar interests and expertise to create a more integrated and connected network of grassroots assets in community change efforts. During the event, we will have them meet with neighbors in the same field of work. At the end, we will ask the neighbors to identify to improve their communities now have connections in neighborhoods that they can consult during their longterm endeavor towards community change. We know we have been successful when we reach out to residents who attended and see if they contacted, consulted, or are building relationships with those they met during the Gathering.

2. Explain how your project benefits the community and loves your neighbors. (500 word limit):

We came together as a group because we want to connect neighbors and residents in the nine communities that are part of Love My Neighbor! grant program. We believe by connecting residents of the program together, they can learn about each other's great work in the community, share their own work, and create new relationships and connections that support their hard and long efforts towards community change. We believe that the wisdom and seeds for change in our communities are already present in our communities. We believe it is how we nourish and grow those seeds so that they multiple and increase in strength. As shared before, by connecting these assets or strengths, the people in our communities together, they will be able to have connections to knowledge and expertise that can motivate, inspire, and propel their efforts.

3. Tell us about the strengths and expertise you and your team bring to this project. (250 word limit)

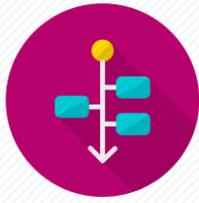
Shad Henderson brings strong connections in the nine communities to the effort. He can reach out to different organizations to find good spaces to host the event. He also has extensive planning experience that can help our group develop a strong agenda for the evenings. Alexis Hayes has strong skills in creating flyers and other materials to promote the effort. Sarah Dieleman Perry will help identify and reach out to community members to serve as speakers for the event. Shikha Jerath has skills in facilitating meetings and can contribute to creating an agenda that is fun and realistic for the attendees. Her connections, too, can help spread the word about the event. All of the individuals mentioned will help provide the skills and knowledge to be able to bring this event to the community. Additionally, the Grassroots Grantmaking Committee (GGC) will offer at least 15 hours of volunteer time to help develop the event agenda and set up the location for the event.

4. What assets or strengths of your neighbors and community does your project build upon? (500 word limit)

The event is structured entirely on building from the strengths of the people attending and their work in the community. The people attending will be sharing their stories and experiences doing positive work for their communities. Additionally, they will be connected to individuals that do a similar work in their communities. For example, someone that is working to improve vacant lots in their neighborhood is connected to someone with gardening experience and expertise. The strength and expertise or knowledge of those helping with the event: Shad, Alexis, and Shikha will contribute to the efforts as well. The location of the event is a strong community hub for residents. We can build upon the location's reputation by reaching the people already actively involved in community work through the location.

5. How will the proposed project continue after your work this year is done? (250 word limit)

We hope through the new connections made, people attending the event find individuals with interests and expertise that can help their projects in their neighborhoods and develop new relationships that can enrich their lives. We plan to get peoples' contact information so that we can continue to build these relationships among the people that attended the event and others that we believe would be good resources and relationships for others in the community. We also hope to create communication platforms that help people stay connected to one another. Ultimately, we believe that the relationship building that will result from the event will lead to a positive impact and place of connection and belonging to any person who attends the event.



Project Timeline This section is intended to help you identify the actions that you will take to complete your project. By outlining the amount of time you will spend for each step, this section will help you make sure that you complete your project within the one year grant period.

Note: All projects must be completed by June 15th 2019

Actions: What specific activities will you do to complete your project?	Amount of time: How much time will it take for you to complete each action? Please include dates.
1) Book the event space and caterer Ensure that the location and caterer of the event are ones that residents trust and, even, have a relationship with.	February 15th - 25th 2018
2) Create promotional materials To get a large reach of active residents, ensure that people beyond who applied are attending the Gathering event. Reach out via facebook and email to share detailed information and create a flyer that can be shared with residents during the interview process.	February 15th - 25th 2018
3) Prepare all materials and speakers for the event. This includes creating the presentation, sharing handouts, reaching out and securing speakers for the event.	March 1st - 15th 2018
4) Invite LMN! participants and community members to the event. Use the communication method that works best for them whether it is by phone, attending a community meeting, or visiting them in person. Also make sure to invite other critical community members to the event.	April 1st - 30th 2018
5) Hold the event Ensure that people understand where the location of the event is by sharing carefully through phone or email the details if necessary.	April 1st - 30th 2018
6) Call all those that attended to follow up! To ensure that connections were formed, reach back out to people to do help assist in those connections as well as get feedback about LMN!, share resources, and learn about their accolades so far.	June 10th - 20th 2018
7)	



Budget: This section is for you to provide information about the budget for your project. Keep in mind the following information.

1. Grants **will not fund** paid staff, electric bills, or transportation.
2. Grants **will fund** food.
3. Grants **will fund** the purchase of equipment such as computers and tools; however, you must justify why these items are key to completing your project.

Income and donations (what income will you receive?) <i>Include the grant request amount in the income side of this spreadsheet.</i>		Expenses (how will you use the money?)	
Amount	Description [Amount granted by LMN]	Amount	Description
\$ 1,000	_____	\$ 300	Cost of Flyers and Materials
\$ 500	Donations (\$) from neighbors	\$ 400	Food
\$ _____	_____	\$ 200	Stipends for speakers
\$ _____	_____	\$ 600	Equipment for purchase
\$ _____	_____	\$ _____	_____
Add up totals: The income total should match the expense total			
Total income:	\$1,500	Total Expenses:	\$1,500

MATCH: Applicants, especially returning applicants, are encouraged to **match** their grant with donated, in-kind, and outside dollar contributions. Matching your grant means getting additional resources that equal or match the amount of money you are looking to receive through the grant program.

Volunteer Contribution: We want you to account for volunteer’s time and efforts. The way to do that is to convert it into a dollar amount that we can note as a contribution to your project. If you have about 10 volunteers for your project and they together contribute about 10 hours of volunteer time, you would multiply the total amount of volunteer hours by the hourly rate, \$12 per hour. For this example, your volunteer contribution is \$120.

In-kind Contribution: This contribution equals the total dollar amount of donated items to your project. Examples include donated equipment, tools, event space, food and so on. Use approximations or estimates for this number.

Outside Dollar Contribution: If you receive outside funding from another source such as individual donations, corporate sponsorships, other grant funds, crowdfunding, or somewhere else, share the total for that contribution.

Total Volunteer Contribution:	Total In-kind Donation Contribution	Total Outside Dollar Contribution:	Total Match:
12 hours, 10 volunteers \$120 dollars	+	\$500 for event space and discount for food	+
		\$500 from neighbors	=
			\$1,120



Frequently Asked Questions: Read the following questions below to make sure you are ready to submit!

What do I do if I need help with my application? Attend any Grantseeker workshop!

Hill District: Blakey Program Center 1908 Centre Ave, 2 nd flr Monday, February 12 th 6pm – 8pm	Larimer: Kingsley Association 6435 Frankstown Ave. Thursday, Feb. 1 st 6pm – 8pm	Wilksburg: Peace of Mind 620 Wood Street Saturday, Jan 27 th 2pm - 3pm	Homewood: CLP- Homewood 7101 Hamilton Ave Thursday, Feb. 15 th 6 – 7:30pm	Lincoln-Lemington: Eva P. Mitchell 1621 Lincoln Ave Wed, Jan. 31 st 3pm – 5pm and Kingsley Association 6435 Frankstown Ave. Monday, Feb. 5 th 6pm – 8pm
Allentown: The Academy Pittsburgh 753 E Warrington Ave Tuesday, Feb. 13 th 6pm - 8pm	Knoxville: St. Paul AME Church 400 Orchard Pl Thursday, Feb. 1 st 6pm – 8pm	Beltzhoover: Shelter House Community Center 900 Delmont Ave Jan 18 th and 22 nd 5:30 – 7:30	Millvale: Moose Lodge 112 E. Sherman Ave. Wed, Jan 24 th 7:15pm - 8:30pm and Tuesday, Feb. 6 th 6pm – 8pm	

How am I sure I completed all parts for the grant? If you have checked off all parts below, you have completed your grant!

- Your Information Section
- Project Information and Impact Section
- Project Timeline Section
- Budget Section
- IN ADDITION:** You provided three letters of support from community residents.
- IN ADDITION:** You have shared donations and volunteers for your project on your application

Where do I submit my application? You may submit online on lovemyneighborgrants.org or drop them off to the locations below at any time. Please keep in mind the times the offices are open for drop off:

Mail or Drop off: Neighborhood Allies 225 Ross Street, Suite 202 Pittsburgh, PA 15232 Mon – Friday: 8:30 – 5pm	Drop off: Millvale Library 213 Grant Ave Millvale, PA 15209 Tuesday: 12:00 pm - 8:00 pm Wed - Thu: 10:00 am - 6:00 pm Friday: 10:00 am - 2:00 pm Saturday: 10:00 am - 5:00 pm Sun - Mon: Closed	Drop off: Work Hard Pittsburgh 748 Warrington Avenue Pittsburgh, PA Drop off any time. If closed, use mail slot.	Drop off: Operation Better Block 801 N. Homewood Ave Suite #A Pittsburgh, PA 15208 Monday – Friday 9a-5p
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What are important dates to keep in mind?

- Application Deadlines: February 1st, March 1st and April 1st 2018
- Applicant Interviews: Month of February, March and April
- Grant Awards Announced: Ongoing
- Gathering for all Applicants: Tuesday, May 22nd 6-9pm
- Implementation Training (Mandatory for all grantees): ongoing