



# Love My Neighbor! Grant Application

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 31<sup>st</sup> 5:30 - 7:30pm, 7101 Hamilton Ave

**When is the deadline?** There are 3 deadlines: February 1<sup>st</sup>, March 1<sup>st</sup> and April 1<sup>st</sup>

**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: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

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

NAME

CONTACT INFORMATION

1. \_\_\_\_\_

2. \_\_\_\_\_

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

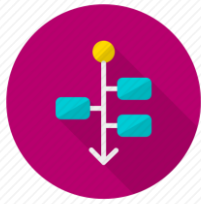
Youth Group

Other: \_\_\_\_\_

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

**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?** \_\_\_\_\_





**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 15<sup>th</sup> 2019

<b>Actions:</b> What specific activities will you do to complete your project?	<b>Amount of time:</b> How much time will it take for you to complete each action? <b>Please include dates.</b>
1)	
2)	
3)	
4)	
5)	
6)	
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
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
<b>Add up totals: The income total should match the expense total</b>			
Total income:		Total Expenses:	

**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 100 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:
	+		=



**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!

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

<b>Mail or Drop off:</b> Neighborhood Allies 225 Ross Street, Suite 202 Pittsburgh, PA 15232 Mon – Friday: 8:30 – 5pm	<b>Drop off:</b> 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	<b>Drop off:</b> Work Hard Pittsburgh 748 Warrington Avenue Pittsburgh, PA Drop off any time. If closed, use mail slot.	<b>Drop off:</b> 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 1<sup>st</sup>, March 1<sup>st</sup> and April 1<sup>st</sup> 2018
- Applicant Interviews: Month of February, March and April
- Grant Awards Announced: Ongoing
- Gathering for all Applicants: Tuesday, May 22<sup>nd</sup> 6-9pm
- Implementation Training (Mandatory for all grantees): ongoing