



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

Knoxville

Larimer

Lincoln-Lemington

Millvale

Wilkinsburg

MISSION

The mission of the 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 community.

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.

When is the deadline? There are 2 deadlines: **February 28 and March 31, 2019**

Interviews: After the Grassroots Grantmaking Committee (GGC) reviews your application you may be asked to attend an interview session to discuss your project and answer questions.

Letters of Support: In addition to completing the application, you will need to provide two letters of support from community members. These can be community leaders and residents who are familiar with your capabilities, the proposed project, and the neighborhood that will benefit from the project.

Please Note: All grant recipients must obtain a 501(c)(3) nonprofit organization to manage the grant funds as a fiscal sponsor. If you do not know what a fiscal sponsor is or how to get one, we recommend you attend a general info session or contact one of our partners for one-on-one support.

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

General workshops will be announced via the <http://lovemyneighborgrants.org/> website and will take place over February and March of 2019. Please check the website, as well as Neighborhood Allies on Facebook and Twitter for more details.

If you have individual questions, please feel free to contact the following individuals for support with your grant:

Point of Contact	Communities	Email
Ron Gaydos	Millvale, Lincoln-Lemington, Wilkinsburg, and Homewood.	ron@sceniusstrategies.com
Janai Smith	Larimer and Hill District	janai.smith@eholdings.biz
Kellie Cominsky	Larimer and Hill District	kellie.cominsky@eholdings.biz
Roy Blankenship	Allentown, Beltzhoover, and Knoxville	hilltopalliancepsp@gmail.com

If you have any trouble reaching an individual, please feel free to call 412-471-3727 x 211.

What are important dates to keep in mind?

- Application Deadlines: **February 28 and March 31**
- Applicant Interviews: Months of March, April, and May on Monday and Wednesday evenings
- Grant Awards Announced: Ongoing
- Gathering for all Applicants: First week of June (exact date TBD)
- Implementation Training (Mandatory for all grantees): 6-9pm, Wednesday, May 29

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 yourself!

Your Name: _____

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 circle the neighborhood(s) where 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 School affiliated
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 Information and Impact: This section is used to provide more information about your project and its impact. Please share important information about your project. You may attach additional pages to the application if more space is needed.

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

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

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

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

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



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 October 31, 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)	
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 and supplies; 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
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
Add up totals: The income total should match the expense total			
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 (announced soon – check back on the website and watch our Facebook page for updates on workshops)!

In the meantime, if you need application help we have application helpers who can assist you. They will help you with your application and interview process. If you have any questions at all, find the person that focuses on your community and reach out to them directly!

Point of Contact	Communities	Email
Ron Gaydos	Millvale, Lincoln-Lemington, Wilkinsburg, and Homewood.	ron@sceniusstrategies.com
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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 two letters of support from community residents.
- IN ADDITION:** You have shared donations and volunteers for your project on your application

How do I submit my application? Email the completed application to stephanie@neighborhoodallies.org or ben@neighborhoodallies.org or drop them off at the locations below. Please keep in mind the times the offices are open for drop off:

Mail or Drop off:
 Neighborhood Allies
 429 Fourth Avenue, Suite 1900
 Pittsburgh, PA 15219
 Mon – Fri: 8:30am – 5:00pm

Drop off:
 Millvale Community 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
 744 East Warrington Avenue
 Pittsburgh, PA
 Drop off any time. If closed, use mail slot.

Drop off:
 Operation Better Block
 801 N. Homewood Ave
 Pittsburgh, PA 15208
 Mon – Fri: 9:00am – 5:00pm