



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 and work in them. If you are a resident or work within one of our target communities, and have an idea to do something positive for your neighbors and the community, apply for a grant today!

The Love My Neighbor! program supports **9 neighborhoods**:

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, engages, and inspires your neighbors to be better neighbors.
- 2) Your project cultivates change that benefits your neighbors.
- 3) Your project builds and adds value to the strengths and assets of 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. ***Your project must work closely with the neighbors of your community!***

When is the deadline? There are 2 deadlines: If you would like feedback on your application, please submit what you can by **February 27th**. The **final deadline is 1:00pm Wednesday March 25th, 2020**.

****All required documents and support letters are due by 1:00pm on Wednesday March 25th. Anything submitted later will not be accepted.****

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 **residents** within your community who are familiar with your capabilities, the proposed project, and the neighborhood that will benefit from the project; they should **not** be letters from your Technical Assistance provider or Councilmen. **The letters must be submitted by the deadline.**

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.

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 2020. Please check the website, as well as Neighborhood Allies on Facebook and Twitter for more details.

If you have individual questions, contact Technical Assistance (TA) Provider for support with your grant:

Point of Contact	Communities	Phone	Email
Ron Gaydos	Millvale, Larimer and Lincoln-Lemington,	(412) 606-1607	ron@sceniusstrategies.com
Dan Shaffer	Hill District	(717) 405-9805	danielshaffer141@gmail.com
Sharnay Hearn Davis	Hill District, Homewood, and Wilkinsburg	(412) 259-0114	sharnayhearn@gmail.com
Roy Blankenship	Allentown, Beltzhoover, and Knoxville	(412) 596-3284	roy@pghilltopalliance.org

If you have any trouble reaching an individual, please feel free to reach out directly to the Program Manager:

Tamara Cartwright (412) 471-3727 ext. 221 tamara@neighborhoodallies.org

What are important dates to keep in mind?

- Application Deadlines: **February 27 (to get feedback) and March 25 (final)**
- Applicant Interviews: April and May on Monday or Wednesday evenings 6-9pm
- Grant Awards Announced: Once all interviews are completed
- Implementation Training (Mandatory for all grantees): Wednesday, June 24th 6-9pm

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:

****Circle one- If your project will take place across multiple communities please note that in the narrative.****

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

Do you live in the community? Yes/ No Do you work in the community Yes/ No (circle all that apply)

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

****Note: We do not fund projects that are supporting/ advertising for-profit businesses****

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? _____ Contact Name: _____



Project Information and Impact: This section provides 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.

****Note: Not everyone will have an interview to fully explain their project so it is best to be very descriptive.****

1. **Describe your project and its goals.** Who is your target audience- youth, seniors, general population, minorities etc? How many people do you plan to engage? (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?** Do you plan to seek additional funding in the future? Will you be seeking additional funding from other funders? Do you see your program growing? (250 word limit):



Project Timeline 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 one year from the Implementation Training.

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)	

****All funds must be used by June 24th, 2021 or one year from the Implementation Training.****



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.

****If you have any questions regarding what we will/ will not fund please contact a TA.****

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	Description
\$ _____	<u>LMN! Request</u>	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
\$ _____	_____	\$ _____	_____
Add up totals: The income total should match the expense total			
Total income:		Total Expenses:	

MATCH: 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. ****Returning applicants are required to have a match in order to be considered.****

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 \$1200.

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, list 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 (Times and locations will be listed on the website. Watch our Facebook page for updates on workshops)!

Our TA providers can meet with you one-on-one. They are willing to help you with your application and coach you through the 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	Phone	Email
Ron Gaydos	Millvale, Larimer and Lincoln-Lemington,	(412) 606-1607	ron@sceniusstrategies.com
Dan Shaffer	Hill District	(717) 405-9805	danielshaffer141@gmail.com
Sharnay Hearn Davis	Hill District, Homewood, and Wilkinsburg	(412) 259-0114	sharnaylhearn@gmail.com
Roy Blankenship	Allentown, Beltzhoover, and Knoxville	(412) 596-3284	roy@pghilltopalliance.org

Applications submitted by February 27th will be reviewed by the Program Manager and given the opportunity for feedback and revision.

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
- You provided two letters of support from community **residents** who will benefit from the project. **(REQUIRED)**
- You have shared donations and volunteers for your project on your application

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

<p>Mail or Drop off: Neighborhood Allies 429 Fourth Avenue, Suite 1900 Pittsburgh, PA 15219 Mon – Fri: 8:30am – 5:00pm</p>	<p>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</p>	<p>Drop off: Hilltop Alliance 831 East Warrington Avenue, 2nd Floor Pittsburgh, PA 15210 Mon – Fri: 9:30am – 5:00pm</p>	<p>Drop off: Operation Better Block 801 N. Homewood Ave Pittsburgh, PA 15208 Mon – Fri: 9:00am – 5:00pm</p>
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