"It’s About the Relationships!"

Providing money and support for grassroots initiatives in the cities of Cleveland and East Cleveland
ABOUT NEIGHBORHOOD CONNECTIONS

Our History
Neighborhood Connections was started by the Cleveland Foundation in 2003 in an effort to encourage more authentic community engagement in Cleveland’s neighborhoods. Through June 2011, Neighborhood Connections has funded over 1400 projects totaling $4.5 million.

Neighborhood Connections is far more than a traditional grant maker. Neighborhood Connections makes investments in time and relationships as much as we do in money. We use a “partnership” approach in which the ongoing training, technical support, and relationship building are as important as a grant.

Neighborhood Connections grants are intended as an investment in everyday people as active citizens, actively using their creativity, passion, ingenuity and connectedness to make life better, right where they live.

What We Believe
Neighborhood Connections believes that active citizens, connected to each other and working together, are at the heart of every thriving community. Positive community change and increased community vitality and resilience are most likely to occur when people who are most directly affected are actively involved in the change process from the beginning and have a clear stake in the outcomes.

More specifically, we believe:
- Residents should be at the center of determining what happens in their communities;
- Every person has gifts and strengths they bring to the community table and neighborhood groups and organizations need to invite everyone to participate;
- All communities have assets that include individuals, groups, organizations, and institutions;
- Grants are intended to help people discover their own power and the power of community, with the goal of bringing more resources to play - the resources and resourcefulness of community residents;
- Grants are a means to an end, with the means - the process of doing and learning by the doing - at least as important as the end product of the doing.

Our Strategy
Our mission is to strengthen and connect “everyday” people in Cleveland and East Cleveland to build power and capacity to create change and increase resident voice on policy issues and other major community issues. Moreover, we work to expand and strengthen community relationships to reweave the social fabric to bridge relationships. We achieve this mission through the following strategies:

1. Educating, through coaching and technical assistance by our team of Community Connectors; workshops organized by Neighborhood Connections and our grantees; referrals and sponsorships to trainings by our partner organizations; on-line and print resources created by Neighborhood Connections, our grantees, and partners.

2. Connecting, through active network weaving amongst community groups and individuals within and across neighborhoods; organizing and facilitating peer learning communities and Community Conversations; connecting grantees to larger initiatives; hosting Final Report Parties for grant recipients to learn from one another; connecting seasoned grant recipients with those first applying or learning something new; through the NC Grassroots Directory.
3. **Expanding**, by inviting new grant applicants and others into the Neighborhood Connections network; publicizing our work through our Neighborhood Connections e-news, through our bi-annual newsletter, through our grant recipients, and through speaking engagements; and developing partnerships with other local funders, community based organizations, and other resource providers.

4. **Demonstrating**, by showcasing success stories through our web site, publications, and Community Conversations.

### Our Goals

1. **Stimulate and support projects designed and implemented by grassroots community groups that address neighborhood issues** – Neighborhood Connections grants are intended to support the work of informal and formal groups formed by everyday people out of their mutual self-interest. We are looking for ideas that originate with a group of people from a neighborhood and that are being moved into action as a project, event, or activity. The intent is to support residents as active citizens. Grants are not intended to be used as start up funds to create more non-profits, to support established non-profits, or to develop more social service programs.

2. **Encourage new and stronger relationships between residents of the community, among grassroots groups, and between grassroots groups and more established organizations** – Neighborhood Connections believes building relationships is key to transforming neighborhoods. Projects must have the potential to build and strengthen positive relationships inside the neighborhood.

3. **Support opportunities to develop community leadership, organizational capacity and build community capacity** – Neighborhood Connections grants are intended to help support community members to develop their leadership skills and to make clear the possibilities for what they can do when they come together.

### GUIDELINES

- Neighborhood Connections awards grants between $500 and $5000 to neighborhood based groups that address one or more of the Neighborhood Connections goals.

- Grants are limited to initiatives and projects being held in Cleveland and East Cleveland.

- Projects must be neighborhood specific. Groups must be comprised of neighborhood residents and stakeholders, and the project or event must be held in the same neighborhood.

- All proposed projects must be planned and led by a group of at least three unrelated community members of the neighborhood. Ideally, at least one leader must live in the neighborhood.

- Projects must make use of the strengths and assets that already exist in the community. These strengths and assets are shown through the dollar for dollar match in the budget. Strengths may include the commitment of the residents, active networks and strategies already in place. Assets
are institutions, organization and people whose resources, gifts and talents are used to make the project happen. Applicants are encouraged to think creatively about neighborhood assets and how they can be used to accomplish projects. Vacant land is an “asset” that can be used to provide garden space or a park.

- Grant recipients must secure a dollar-for-dollar match equal to or greater than the amount requested from the program. The match can be in the form of cash, volunteer labor or donated goods or services such as donated space, equipment, etc. (For purposes of the program, the value of volunteer labor is $12 per hour.) The value of the community assets being utilized by a group is used as a match to the grant request.

- Grant applications should include letters of support from community partners whose cooperation or involvement is necessary to the project’s success. The letters should indicate their commitment to contribute in specific ways to the project. When appropriate, the value of the resource should be quoted in letters of support. In addition, letters of commitment from governmental agencies or schools should be included when appropriate.

- Grant duration is up to one year. A group may apply for only one grant at a time. Groups may receive only one grant within a one-year time period.

- Our application deadlines are the second Friday in February and August. Grants are awarded twice yearly in May and November. For exact dates, check our website (www.neighborhoodgrants.org) or call 216.861.3810. All applications must be received by 5:00 pm on the due date.

- Any neighborhood-based group is eligible to apply, even if they are not an incorporated, 501(c)(3) nonprofit organization. Groups without official nonprofit status will need to partner with a 501(c)(3) group to serve as the fiscal agent (see below). Grant applicants that are 501(c)(3) organizations should include a copy of their IRS determination letter with their application.

A FISCAL AGENT MUST:

- Be a 501(c)(3) charitable organization and in good standing with the IRS.
- Provide a letter indicating a willingness to function as a fiscal agent along with their 501(c)(3) IRS determination letter

NEIGHBORHOOD CONNECTIONS DOES NOT MAKE GRANTS TO

Capital campaigns Individuals
Endowment funds Political groups
For-profit entities Religious organizations for religious purposes
Fundraising events Single businesses
Large non-profit organizations
Government agencies or departments (includes public schools, public recreation centers, etc.)

I'd always thought that I was waiting for someone to come and change things – but what I really learned was that I was waiting for myself.

Bevelynn Bravo
FREQUENTLY ASKED QUESTIONS

Can an individual receive money from the Neighborhood Connections program?
No, individuals are not eligible. Groups applying must have three or more key members.

Will grant dollars be distributed evenly among Cleveland neighborhoods and East Cleveland?
When possible, we attempt to provide some level of funding to each neighborhood. However, all grant applications will be reviewed on their merits and some neighborhoods may receive a larger share of the money in any one funding round.

Does Neighborhood Connections fund other cities or suburbs outside of Cleveland and East Cleveland neighborhoods?
No, funding is only available for programs or events that take place in Cleveland and East Cleveland neighborhoods.

How much money will Neighborhood Connections provide to neighborhood projects?
Each year a total of $670,000 is distributed. Neighborhood Connections distributes $335,000 in each of two funding rounds.

How large are the grants available?
Grants range from $500 to $5,000. All projects require a dollar-for-dollar match in the form of cash, in-kind donated services, or the contribution of materials, supplies, and other program-related donations.

Are there any conditions on grants?
Groups will be required to match the grant dollars either in outside funding or in-kind services and to complete assessments and evaluation forms as requested by the program.

Is funding available for renovation to a building that houses an organization?
No. Renovations to dwellings are not in the scope of Neighborhood Connections mission. This falls under the category of personal funding and, therefore, is not eligible.

What are the deadlines for submitting an application?
Grant applications will be accepted twice a year, in February and August. Applications must be received by Neighborhood Connections by 5:00 pm on the deadline date to be considered.

Does a group need to have 501 (c) 3 status?
It is not required that applicants have a 501 (c) 3.

Does a group need to be an established organization to receive a grant?
No. In fact, Neighborhood Connections welcomes proposals from groups that are recently formed – three or four neighbors getting together on a block to do something in their neighborhood. We are looking for the types of groups that everyday people form out of mutual interest or a common purpose, where “members” share decision-making responsibilities and duties, and where people can come and go at will.

What does “neighborhood specific” mean?
Groups need to implement their projects in one specific neighborhood, not in multiple neighborhoods. The reason for this criterion is we want groups to become part of the fabric of a neighborhood, not just provide a service in a neighborhood; they must be connected and engaged in the community. The best example is to be a resident in that neighborhood.
What does “citizen” mean?
A citizen is one who chooses to create the life, the neighborhood, the world from his/her own gifts and the gifts of others. A “consumer” or “client” is one who depends on others to provide what is essential for a full and satisfied life.

Who do we mean by “community members”?
Who are community members? “Everyday people,” not professionals or staff members of non-profit organizations and institutions who provide services to people. Community members are mainly residents. However members of faith based organizations, merchants associations, student parent organizations, and other civic associations can apply as long as they have residents meaningfully engaged in their groups. Community members need to be generating the ideas, planning and implementing these projects – actively investing their own time and resources in the neighborhood.

What does “community building” mean?
This means creating a strong community together. By discovering local assets, connecting these assets to work together, and then creating opportunities for these assets to be productive and powerful together. Community builders successfully discover and mobilize assets by creating relationships among people and connections among community groups.

What does “capacity building” mean?
Learning to do new things, taking on new challenges and doing things better is all a part of capacity building. When residents learn a new skill or strategy and use it, they build their capacity. Community groups that come together to address an issue using a different process than in the past or by adding people to their group, or building new partnerships builds its capacity. Sometimes a group needs tools or other resources to move toward their goals such particular training, information on a strategy, access to particular equipment or supplies. Taking the steps to find and utilize these types of resources is considered capacity building.

How do you “match” your request from Neighborhood Connections?
By discovering and tapping the “assets” and resources in your community. There are many assets in every community. Each resource that supports a project has a value that can be used to match the grant request. The value of all donated goods and services are a match to the grant request. Don’t forget – cash can be used to match as well. Review the “Guidelines” on page iv for more information.

How do you “discover” the assets and resources for your match?
By listening to people and what they care about, you will get to know people, groups, and institutional leaders you will discover many of the strengths in your community. These can be mobilized and connected to what neighbors care about. Use each building block listed below – individuals, associations, institutions, the local economy and the physical world – as a starting place for identifying assets and building relationships and connecting.

The most fundamental resources are individuals in the community and the gifts, talents and skills they are willing to contribute. Your neighbors have many gifts to contribute if given the invitation and the opportunity.

Local voluntary associations in which groups of people act together out of care; for example: neighborhood groups, congregations, self-help groups, garden clubs, a youth group etc.
Institutions such as businesses, government, and nonprofit organizations; for example: local merchants, parks, libraries, schools, hospitals, nonprofits, and religious institutions.

The local economy. Economic exchange circulates money, goods, and services through a community as people buy, sell, hire and invest.

The physical world, both natural and constructed: rivers, landscapes, buildings, vacant lots, streets, trees, transportation infrastructure, etc.

Does Neighborhood Connections provide funding for social service programs?
Neighborhood Connections grants are about self-help and community connectedness rather than the help that comes from professionals and experts.

Will Neighborhood Connections fund faith-based groups and organizations?
Yes, as long as the project is not for religious purposes and does not require participants to be involved in religious services and activities (prayer, worship services, etc.).

Will Neighborhood Connections fund non-profit organizations?
Grants are for people who are connecting with their neighbors to do something that they feel has value in their own community. Not people working on behalf of other people, but people who are working together on behalf of their own community.

Will Neighborhood Connections fund public institutions?
No. Public schools, governmental departments, public libraries, and other government agencies are ineligible for funding. Neighborhood Connections will, however, fund projects that are organized by community members that affect public schools, public parks, etc., such as programs organized and led by Student Parent Organizations, Friends of public parks, and other programs driven by community members.

Will Neighborhood Connections fund security cameras?
Neighborhood Connections strongly believes that the best deterrent to crime is neighbors knowing neighbors and watching out for each other. If groups are applying for security cameras, it must be a secondary approach. The main ingredient in any NC funded project must be building relationships.

Will Neighborhood Connections fund the cost for space and equipment?
Yes, so long as it is necessary for your group to do its project and it cannot be obtained through a donation. See page 8 in the application for details.

Will Neighborhood Connections fund the cost for personnel?
No, Neighborhood Connections will not fund requests for funds to pay salaries or workers’ wages. Grant funds can be requested to pay for some contract services, and stipends to youth, senior citizens and other populations in order to keep them engaged, provide an incentive for participation, and recognize their diligence and commitment to a project or program. Funds should not be requested for staff wages or personnel salaries of an organization, institution or business. Requests for funds to pay for contract services must not exceed 50% of the total grant request. If a grant request is outside of these guidelines, a written explanation should be provided to explain why the exception should be considered. This explanation must be provided with the proposal as an attachment to the budget.
How many times will Neighborhood Connections fund a group or organization?
Groups can only be funded once per year, but can reapply the next year once they have completed their final report. Grantees that have been funded multiple times must demonstrate that they are building on their previously funded project and are working to continue to expand their use of community resources and assets to support their work so as not to be solely dependent upon Neighborhood Connections funds.

Can Neighborhood Connections funds be used to pay for a fiscal agent?
No. While Neighborhood Connections appreciates the assistance fiscal agents provide, fiscal agents are not to be compensated for this service through Neighborhood Connections grant funds.

Can individual businesses apply for funding?
No. Merchants associations (groups of merchants), however, can apply for funding of projects that are created to build connections and relationships in their neighborhood. A merchant in a neighborhood can also be a key leader in a group applying for a grant.

Is there a conflict-of-interest policy which prevents members of the Grantmaking Committee from reviewing applications from groups that either they or their family members are involved with?
Yes. Each Grantmaking Committee (GMC) member is required to disclose their affiliations with community groups and organizations. NC also does not assign proposals from neighborhoods where the GMC member lives.

How are the members of the Grantmaking Committee chosen?
There are 27 members on the Grantmaking Committee representing the diverse skills and knowledge of Cleveland and East Cleveland. Nominations are submitted by residents, organizations or other neighbors in the community. A team of incumbent committee members interview and select additional members from the nominees who choose to apply. If committee members resign before their term is completed, they are replaced by an alternate.

How long do Grantmaking Committee members serve?
Each member is appointed to a three-year term. They can serve a maximum of 6 years.

How can I become a member of the Grantmaking Committee?
Every year, Neighborhood Connections asks neighborhood organizations to nominate new committee members. If you know of someone you’d like to nominate, please email us at neighborhoodconnections@clevedn.org

Can I get help in putting together a grant application?
Neighborhood Connections will host grantseeker orientation sessions before each grant cycle to review how to complete application forms and answer questions. We also provide one-on-one assistance. Contact us at 216.861.3810 for more information.

How long does it take once an application is submitted to go through the approval process and for us to receive funding?
Groups that are awarded funding will be notified approximately 10-12 weeks after submission. Organizations awarded grants will be required to attend a grant recipient orientation session where they will receive information on grant implementation.

There is no power for change greater than a community discovering what it cares about.
Margaret Wheatley
WHAT APPLICANTS SHOULD EXPECT

BEFORE APPLYING
There are technical assistance and program orientation meetings each grant cycle to assist grantseekers in preparing their proposals and to answer their questions. Visit our website (www.neighborhoodgrants.org) or call 216.861.3810 for information on dates and times of all sessions. First time applicants are strongly encouraged to attend one of these sessions. After attending an orientation session, limited one-on-one technical assistance is available to groups as they develop their proposals.

AFTER APPLYING
After proposals have been submitted and read by members of the Grantmaking Committee, a number of groups will be invited to be interviewed. Groups invited to an interview will receive a call within four weeks of submitting their proposal. A total of four individuals may attend the interview. Participants are permitted to bring supporting materials to the interview. Graphics, including charts or materials produced, as well as program beneficiaries, are appropriate at these interviews.

AFTER SELECTIONS ARE MADE
For those who receive funding, grantees and their fiscal agent will be required to attend an orientation session prior to fund release. These sessions will provide assistance with the implementation of the grant proposal. Technical assistance also will be available during the grant period on a routine basis and as needed.

Within a month after grant activities are completed, grant recipients will be expected to provide a report regarding outcomes and accomplishments. A small number of grants will be evaluated on an in-depth basis. If chosen for this assessment, a grant recipient will be expected to cooperate with all evaluation requests.

HOW TO APPLY FOR A GRANT
Please complete the attached application and submit it to:

Neighborhood Connections
1422 Euclid Avenue, Suite 1300
Cleveland, Ohio 44115

All materials must be submitted on 8 ½” x 11” sheet of paper. Staple or paper clip application materials. Please do not bind. Submit six (6) copies of your proposal (including the original), and six full copies of your support documents. Copies can be two-sided. Completed application materials must be received at Neighborhood Connections by 5:00 p.m. on the date proposals are due. Applications can be submitted before the deadline. Applications cannot be submitted by fax or email. We will provide you with confirmation that we have received your grant proposal.

Materials submitted with your proposal application will not be returned. Please do not submit cds/dvds, flashdrives or any materials larger than 8 ½” x 11”.

If you have questions about the application or program, or need help completing your proposal, please contact Neighborhood Connections at 216.861.3810, e-mail neighborhoodconnections@clevefdn.org or visit our website at www.neighborhoodgrants.org.
GRANT APPLICATION AND BUDGET FORM

Please complete the application and budget form as thoroughly as possible. Type or print your responses clearly.

TELL US ABOUT YOU AND YOUR GROUP

Group/Organization name: __________________________________________

Project name: _____________________________________________________

Contact person: ____________________________________________________
(from your group/organization)

Contact mailing address: ____________________________________________ Zip code: ______

Contact phone number: _____________________________________________

Contact e-mail address: _____________________________________________

Website address (if applicable): ______________________________________

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

____________________________________________________________________

Amount you are requesting from Neighborhood Connections ($500-$5,000): $_________________

Please indicate in which neighborhood/City your project will be implemented. (INDICATE ONLY ONE)

Bellaire Puritas Forest Hills (Cleveland) Old Brooklyn
Brooklyn Centre Glenville St. Clair Superior
Buckeye Hough Shaker Square
Central Kamm’s Corners Slavic Village
Clark Fulton Lee Harvard South Collinwood
Cudell Little Italy Stockyards
Detroit Shoreway Midtown Tremont
Downtown Mt. Pleasant Union Miles
East Cleveland (city of) North Collinwood University
Fairfax Ohio City Westown

Please visit the Neighborhood Connections website (www.neighborhoodgrants.org) or call 216.861.3810 to see how neighborhood boundaries have been defined.
Group/Organization type (Indicate the one that best describes your group):
- Arts and culture group
- Block group or residents' council
- Community-based organization
- Faith-based group
- Merchants' or business association
- Neighborhood association
- Safety group
- School-affiliated group
- Youth organization
- Other ____________________

Does the applying group or organization have a 501(c)3 designation (tax exempt charitable organization according to the IRS)?
- O Yes
- O No

What is the applying organization/group's annual budget? $____________

KEY LEADERS
Who are the key leaders of this project and how are they connected to the target neighborhood? These are the principal people who will plan and carry out the project. Volunteers who only occasionally work the project or people who will only attend the event should not be listed. The group must have no less than three unrelated leaders who are responsible for this project. If you have more than three, please use a separate sheet. List the leaders below, their contact information and how they are connected to and/or invested in the target neighborhood (i.e., lives in the neighborhood, attends church here, owns a business, etc.)

See "Guidelines" page v–vi for more information on Key Leaders.

1. Name________________________________________
   Phone________________________________________ Email________________________________________
   Describe their connection to this neighborhood __________________________________________
   __________________________________________
   __________________________________________

2. Name________________________________________
   Phone________________________________________ Email________________________________________
   Describe their connection to this neighborhood __________________________________________
   __________________________________________
   __________________________________________

3. Name________________________________________
   Phone________________________________________ Email________________________________________
   Describe their connection to this neighborhood __________________________________________
   __________________________________________
   __________________________________________
GROUP/ORGANIZATION HISTORY

Date the applying group/organization was established: ______________________.

Tell us about your group. Who is in your group? How long has it existed? Why did you come together? Share some of your past accomplishments.

Has your group/organization ever received a grant from Neighborhood Connections?  O Yes  O No
If "yes", please provide name of project and year of grant. If you have more than one, please use a separate sheet.

Project Name: ____________________________________________ Year: ______________

Has your group/organization ever applied for a grant from any other source before?  O Yes  O No
Has your group/organization ever received a grant from any other source before?  O Yes  O No
If "yes," what was the source of your most recent grant? ________________________________

Has your organization applied for other grants for this project?  O Yes  O No
If "yes", please name the organization where you applied for funding and the amount?

  • Applied to: ____________________________________________
    
    Amount: $__________________ Were you Funded? (Yes / No / Pending)

  • Applied to: ____________________________________________
    
    Amount: $__________________ Were you Funded? (Yes / No / Pending)

Make sure if you received funding from another source for this project or that the funding is pending, it is listed on your budget page as a match.
DESCRIBE YOUR PROJECT

What issue does your project address? (Indicate the one that best describes your project)

- Arts
- Beautification
- Capacity building
- Communications
- Community event
- Community planning
- Education
- Health issues
- Leadership development
- Safety/security
- Transportation
- Other (please specify) ______________

Describe the project your group wants to do. How will Neighborhood Connections grant funds be used? Why this project is needed to improve your neighborhood.

List the community assets and resources this project will use and explain how they will be used to accomplish project goals. Assets include individuals, other community groups (associations), institutions (established non-profits, public institutions, private institutions), the local economy (local businesses), and physical space. See “Guidelines” page iv for more information on assets & resources.
Please list all of the major steps to make your project happen. What will you do first? What will you do second, third, etc.? Remember NC does not fund completed projects. Timelines should match the project year.

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<th>Activity/Task List</th>
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What other groups/organization(s) will you work with to accomplish this project? Please provide the organization’s name, their role in the project and state yes or no if letter of support is included.

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<th>Organization Name</th>
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<th>Support Letter (Y/N)</th>
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WHAT WILL BE THE IMPACT?

Your project must fulfill Neighborhood Connections' goals. Please rank each NC goal that your project will address from 1-3, 1 being the goal of most significant impact and, 3 the least. In the space provided, describe how your project will address that goal. See “About Neighborhood Connections” on page iii for more about these goals. Consider the questions in italics as helpful hints to guide your response to how your project might address the goal.

Goal I – This project stimulates and supports initiatives designed and implemented by grassroots community groups that address neighborhood issues. How does your project address this goal?
How is this project initiated and led by community members? How does your project mobilize individuals based on what they care about? Does this project invite people to participate and share their strengths to widen the circle of participants? How?

Goal II – This project encourages new and stronger relationships between neighbors in the community, among grassroots groups, and between grassroots groups and more established organizations.
How does this project build bridges and not barriers? In what ways is it building relationships and mobilizing assets – individuals, associations, institutions, the local economy, and the physical world? How are new people being invited to participate, how are you partnering with other grassroots groups or organizations?

Goal III – Opportunities to develop community leadership, organizational capacity and build community capacity are provided in this project.
In what ways is this project identifying and developing the skills of new leaders in your neighborhood? How is it helping existing leaders become more skilled, or helping your group or organization become more skilled in a particular area so you can take action on important community issues?
How many people will be directly involved in making your project happen? __________________________

How many people in your neighborhood do you expect this project to benefit? __________________________

What groups of people are expected to benefit directly from your project (neighbors, families, youth, seniors, etc)? What benefits will those groups experience?

What will be the positive impact of your project on the neighborhood? How will your neighborhood be stronger and in what ways will it improve?

*When people discover what they have, they find power.*

*When people join together in new connections and relationships they build power.*

*When people become more productive together, they exercise their power to address problems and realize dreams.*

*Mike Green*

*When People Care Enough to Act*
THE BUDGET

BUDGET EXPENSES CHECKLIST

Are you paying stipends, contractors, buying equipment, or paying for space?

1. If you are planning to pay stipends or for contracted services with money from this grant, please complete the following checklist. See FAQ page vii for more information.

☐ We are paying a professional, such as an artist, musician, landscape designer, licensed caterer, trained teacher, etc. whose skills are necessary for us to complete our project successfully. (Contract Services)

☐ The services of this professional are not available in our neighborhood through volunteer help.

☐ More than 50% of the entire Neighborhood Connections grant request is being used for contracted services and a written explanation for this exception is attached to justify this expense.

☐ We are paying one or more individuals stipends for their involvement in the program or project.

2. If you are planning to buy anything with your grant dollars that will still be useful after the project is over, such as tools, electronic devices, sports or outdoor equipment, etc., please complete the following checklist.

☐ This equipment is necessary for us to do our project.

☐ This equipment cannot be obtained through a donation or be borrowed from another organization.

☐ At the end of our project, equipment will be available for use by people in the neighborhood who need it for other community projects. We will store the equipment at the following location, and make sure that people who might want to use it will have access to it.

List of equipment (that will last) to be purchased with Neighborhood Connections funds:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Provide the address in the neighborhood where equipment will be stored, a contact person and describe how the use and return of items will be tracked by the group.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

3. If you are planning to rent space with your grant dollars, such as a hall, classroom space, studio space, etc., please complete the following checklist.

☐ This space is necessary for us to do our project.

☐ This space cannot be obtained through a donation from another organization in our neighborhood.

If you checked any of the boxes above turn this page in with your proposal. Be sure to include quotes and support letter for these items.
BUDGET NARRATIVE WORKSHEET

In this section, please briefly describe the details of your project expenses to be paid for with Neighborhood Connections and items for your match so that we have a better idea of costs and the use of these items for your project to succeed. Please remember to include price quotations for equipment and supplies, and quotes for contract services. Use an additional page if necessary.

1. Stipends
   a. Stipends— these funds are paid to participants for services or work provided in order to keep participants engaged, or to recognize participation in making the project or program a success.
      ○ Yes  ○ No

      Amount from Neighborhood Connections: $__________  amount toward Match: $__________

      Description of work/services provided by stipend recipients:

   b. Volunteers – this will go into “Your Match” column under Personnel in your budget (p.12)
      ○ Yes  ○ No  Total # of volunteers: __________  Value of volunteer hours: $__________

      To determine dollar value: (#) of volunteers X ______ hours per volunteer X $12/hour

      Description of work/services volunteers will provide:

2. Contract Services— includes payment for any contracted service, including guest presenters, landscaping services, outside facilitators, etc. Include letters of support with price quotations from contractors. Include a written justification of amounts more than 50% of the total grant request.
   ○ Yes  ○ No

   Amount from Neighborhood Connections: $__________  amount toward Match: $__________

   Description of work/services contractor will provide:

3. Space— Describe your costs for space that will come from Neighborhood Connections or that will serve as a match. Please remember to attach price quotations from the place(s) where you are renting or getting donated space.
   ○ Yes  ○ No

   Amount from Neighborhood Connections: $__________  amount toward Match: $__________

   Description of use for rented/purchased or donated space:
4. **Equipment** — Describe the equipment you will need to make the project successful. Explain what will be paid for with Neighborhood Connections funds and what donated equipment you will use for your match. *Please remember to attach a detailed list and price quotations from vendors for equipment to be purchased.*

   O Yes    O No

Amount from Neighborhood Connections: $___________  amount toward Match: $___________

Description of purchased or donated equipment:

5. **Supplies** — Describe the supplies you will need to make the project successful. Explain what will be paid for with Neighborhood Connections funds and what donated supplies will be used for your match. *Please remember to attach a detailed list and price quotations from vendors for supplies to be purchased.*

   O Yes    O No

Amount from Neighborhood Connections: $___________  amount toward Match: $___________

Description of supplies:

6. **Fees/Permits** — Please describe any fees required to be paid or permits needed to complete your project and their cost.

   O Yes    O No

Amount from Neighborhood Connections: $___________  amount toward Match: $___________

Description of fees/permits:

7. **Other** — Please describe any other things not listed above that you will use for this project.

Amount from Neighborhood Connections: $___________  amount toward Match: $___________

Description:

*Use an additional sheet of paper for descriptions in each category if more space is needed.*
The BUDGET NUMBERS
On the following pages, demonstrate how money and other resources will be used to make your project happen. Please to use the actual expected cost of the items, this will require some research. We encourage you to use resources in your neighborhood when possible, and try to get items donated (such as food or space for an event). Think creatively about how you can use neighborhood assets to accomplish your project. You must match the amount of the Neighborhood Connections grant with other money or donations. Please use additional sheets if you need more space.

Project Income Sources - This includes the amount of your request from Neighborhood Connections, cash contributions, other funding sources, volunteer labor, and in-kind contributions.

Funds Requesting from Neighborhood Connections

<table>
<thead>
<tr>
<th>Amount Requesting from Neighborhood Connections</th>
<th>$</th>
</tr>
</thead>
</table>

Cash or Grants from Other Sources
This amount serves as a match to the amount you are requesting from Neighborhood Connections. If you applied for another grant from another source for this project but don’t know if you’ve received it yet, please write “pending” next to the listing.

<table>
<thead>
<tr>
<th>Other Sources of funding (cash or grants)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

  B. Subtotal Other Sources Cash

$ |

In-Kind Sources
This includes volunteer labor and any goods, services and supplies that are donated. This amount also serves toward your match amount

<table>
<thead>
<tr>
<th>Description of In-Kind Type and Source</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Volunteers X # of hours by each volunteer X $12/hour =</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

  C. Subtotal In-Kind Sources

$ |

Your Match (D) B $ + C $ = D $

Total Income A $ + D $ = $
### Project Expenses:
Every expense listed here must be funded by some source of income or in-kind listed in the project income section (page 11). At the end of your budget, your expenses must equal your income for this project.
Each one of these expense areas should be described in the budget worksheet section pages 9 & 10.

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Neighborhood Connections</th>
<th>Your Match</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stipends - NC grant funds used to pay workers in the project/program</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Volunteers (goes in &quot;Your Match&quot; column)</td>
<td>Grant funds are not used to pay volunteers</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. Contract services (funds apply for should not exceed 50% of total grant request)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3. Space (Cost to rent or value of donated space for your program/event)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4. Equipment (Equipment needed to make program successful that will last longer than the grant year)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>5. Supplies (Items that will be used to support the program and will be consumed in the grant year)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>6. Fees/Permits</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7. Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>8. Other</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Your Match (D) must be equal or larger than the amount you are requesting from Neighborhood Connections**

Be sure to attach written quotes for Contract services, Equipment and Supplies to be paid for with Neighborhood Connections grant dollars. Also provide written justifications for funds used to pay for Contract services if the amount is more than 50% of the total grant request.
FISCAL AGENT INFORMATION

If you do not have your own 501(c)3 Federal tax exempt status, you must have a Fiscal agent.

Fiscal agent organization: __________________________________________

Fiscal agent organization contact person: _________________________________

Fiscal agent address: __________________________________________________

City, State & Zip code ________________________________________________

Fiscal agent phone number: ________________________ Fiscal agent e-mail address: ______________________

Year fiscal agent was established: __________ Fiscal agent’s organizational purpose: ________________

You must include a copy of your fiscal agent’s IRS determination letter and a letter on the fiscal agent’s letterhead stating that they agree to assume that role. Grant funds will not be released without these items.

HOW DID YOU HEAR ABOUT US?

How did you and/or your organization first learn about the Neighborhood Connections program?

☐ Word of mouth

☐ Neighborhood meeting/event

☐ Neighborhood group or organization (name: ____________________________)

☐ Email

☐ Postcard

☐ Website (name: _________________________________________)

☐ Blog (name: _____________________________________________)

☐ Newspaper/Magazine (name: ________________________________)

☐ Radio/TV

☐ Other (explain: ____________________________________________)

13
NEIGHBORHOOD CONNECTIONS PROPOSAL CHECKLIST

☐ Grant application proposal pages 1 through 13 are completely filled out

☐ The original and 5 copies of your proposal (preferably two-sided copies and stapled)

☐ All necessary letters of support from cooperating organizations are included with each copy of your proposal

☐ Before Preparing Your Budget page is completed (if necessary)

☐ Budget narrative is completely filled out

☐ Budget page is completely filled out

☐ 501(C)3 determination letter is included if group does have 501(C)3 status.

☐ If using a fiscal agent a copy of the fiscal agent’s determination letter is included along with a letter on the fiscal agent’s letterhead agreeing to assume that role

☐ Price quotations for contract services, equipment, and supplies are attached to each proposal

This check list is for use by the applicant group. This page does not need to be copied and submitted with the proposal.

The essential challenge is to transform the isolation and self-interest within our communities into connectedness and caring for the whole.

Peter Block
Community: The Structure of Belonging