



Neighborhood Mini Grant Program

Amplify GR (AGR) is committed to pursuing opportunities to **CONNECT** residents and local organizations, **CREATE** new opportunities, and **AMPLIFY** the existing work of residents. That’s why, we are launching the Neighborhood Mini Grant program -- to help you Amp Up The Good In Your Neighborhood!

These grants will support collaborative, neighborhood-based projects that align with the AGR focus areas of employment, entrepreneurship, housing, education and community well-being while honoring neighborhood culture, traditions and values.

Each project has the opportunity to receive between \$100 and \$1,000. Applicants are also encouraged to apply for the City of Grand Rapids Neighborhood Match Fund.

If you are a neighbor or organization living or serving the neighborhoods in and around Boston Square and Cottage Grove, your work is critical to the ongoing vibrancy of the community.

A note from your neighbors at AGR

In our hearts we are connectors. We are seeking to couple people and resources in a way that creates more opportunities for everyone’s success. This neighborhood is full of creative people with wonderful ideas who have been working in this community for decades. We are thankful for the opportunity to work alongside them. This is a chance to provide funding that neighbors can use to realize their dreams for thier community. We appreciate YOU for engaging in this program!

Sincerely, The AGR Team

Amplify GR Mission, Values & Pillars

In partnership with residents, businesses, and community organization, AGR seeks to widen pathways so that all residents have a greater opportunity to participate in and benefit from community growth.

Working in the areas of employment, housing, education and community wellbeing, AGR seeks to foster an environment where all neighbors can realize their potential.

Jobs & Entrepreneurship	//	Housing	//	Education	//	Community Wellbeing
Attracting and retaining employment and business ownership opportunities		Improving and expanding options for a variety of income levels		Helping more residents achieve and thrive		Supporting resident priorities for their neighborhood

Please read all pages of the guidelines before beginning the application form.

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What should I Know?

Grants of \$100 to \$1,000 will be awarded based on budgets and available funds. Grants are provided until funds are exhausted.

Notice of awards will be given within 45 days of submission.

A neighborhood advisory committee, a small group of residents, will review applications and oversee the grantmaking process.

Who Can Apply?

Individual community members and small nonprofits are eligible*.

Examples of eligible groups include:

- Informal resident groups (e.g. block clubs)
- Neighborhood Associations
- Non-profit organizations with a budget of \$100,000 or less

*A fiduciary is required.

What is a Fiduciary?

A fiduciary is a nonprofit organization that acts as the financial managing organization for your project. The fiduciary should oversee bookkeeping and financial tax reporting.

AGR grants will be written to the fiduciary, who then tracks the grant with their annual gifts.

If you are applying as an incorporated nonprofit, generally, no additional fiduciary is required.

If the fiduciary is a church with a 501(c)(3) status please have them complete the included form titled "Pre Grant Assessment of Churches without 501(c)(3) Public Charity Status".

Please read all pages of the guidelines before beginning the application form.

How can the grant be used?

To create, plan, organize and implement a proposal for community enhancement projects.

Eligible Project Ideas	Non-Eligible Projects / Expenses
Resume Camp	Operating expenses not related to the project
Neighborhood Small Business Directory	Capital or property purchases
Homeownership Classes	Fulfillment of past financial commitments or expenditures
Wealth Building Education	Staff salary/wage expenses
GED Prep	Political Lobbying Efforts
After school Tutoring	Fundraising
Spring Yard Clean Up	Buying alcohol
Community Art Project	Events and programs that charge admission

What kind of projects qualify?

To be considered, projects must involve residents in the neighborhoods AGR serves (see map):

- provide a benefit to and directly involve residents
- be led by neighborhood residents
- include neighbors in the planning and implementation

Projects must support a collaborative community environment and align with at least one of the AGR focus areas (see page 1).

Special attention will be paid to projects that focus on improving community conditions for all.

Projects must abide by Grand Rapids city ordinances and policies.

Awards are NOT made to:

Government agencies
Political groups
Universities

Hospitals
Newspapers
Non-local organizations



Please read all pages of the guidelines before beginning the application form.

Grant Application Process

Applications are reviewed by a resident advisory committee made up of neighbors. Funding decisions will be made within 45 days of submission. Applicants will be notified in writing about approved and denied funding decisions.



All pages must be completed and submitted to be considered.

Occasionally the review panel may have questions about a proposed project or require documentation of critical components of the project. This could delay the grant decision process. Applicants should allow enough time for this review process to ensure their project begins as scheduled.

Requirements for Funded Projects

Each applicant can submit one project at a time. If funded, the applicant must complete the project and submit a final report before being eligible to apply again.

A final report must include the following:

- Alignment with AGR mission, values and focus areas as stated in this application.
- Photography / video of project
- Documented feedback from participants

A consent letter from a fiduciary, including:

- Organization name
- Contact name
- Contact email
- Contact phone number
- Contact mailing address
- Project budget
- Project name and description
- Tax ID Number (TIN)
- Employer ID Number (EIN)

**All projects must be completed by
December 31, 2018**

Please read all pages of the guidelines before beginning the application form.

Selection Criteria

Each project will be evaluated on the basis of how well it supports Amplify GR's mission and focus areas by addressing a specific need or concern.

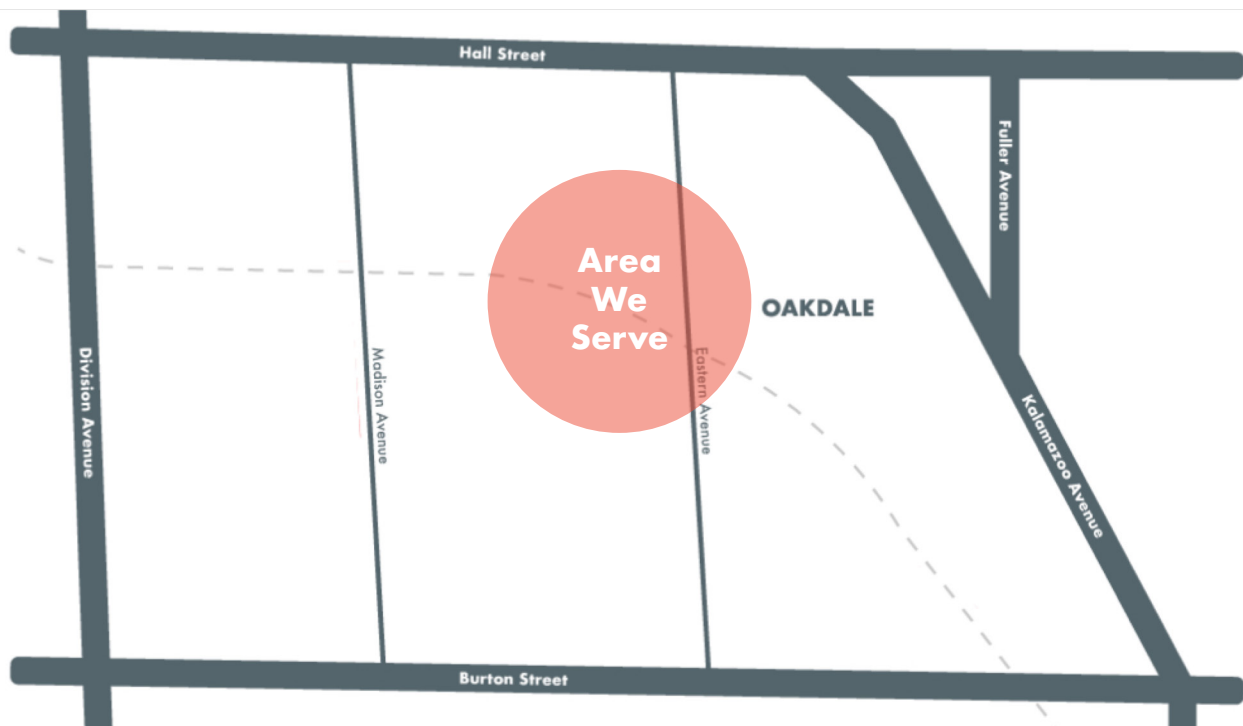
AGR Mission, Values & Focus Areas

In partnership with residents, businesses, and community organization, AGR seeks to widen pathways so that all residents have a greater opportunity to participate in and benefit from community growth.

Working in these focus areas, AGR seeks to foster an environment where all neighbors can realize their potential.

Jobs & Entrepreneurship	Housing	Education	Community Wellbeing
Attracting and retaining employment and business ownership opportunities	Improving and expanding options for a variety of income levels	Helping more residents achieve and thrive	Supporting resident priorities for their neighborhood

All projects must take place within the boundaries shown on the map below.





Neighborhood Mini Grant Program Selection Criteria

CRITERIA	Points	Explanation
Supports AGR's mission and focus areas	5	The activities in the project are designed to address one or more of the AGR focus areas included in this application Proposed activities are an innovative response to a recognized problem.
Community Partnerships	5	Working in partnership with a local 501(c)(3) or church to serve as fiduciary. Letter of consent or pre grant assessment form submitted.
Community Involvement	5	A minimum of 3 residents involved in carrying out the project.
Benefit to the Neighborhood	5	Project provides a public benefit to the neighborhood and directly involves the neighborhood residents in all phases. Project takes place within the boundaries of the neighborhood.
Project Planning	5	Project plans should be cost effective and ready for implementation; shows a clear and reasonable vision for results and sustainability.
Budget	5	Budget is a reasonable projections of expenses and revenue. Expenses are itemized, specific and necessary for project implementation. The activities and expenditures fall within the guidelines of what is eligible for funding.
	30	Total Possible Points



Mini Grant Program 2018 Application

How to Submit Your Application

Application Check List

There are three ways to submit completed applications:

1. Email willie@amplifygr.org
2. Mail to Amplify GR
ATTN: Willie Patterson
1480 Kalamazoo Ave SE, Grand Rapids, MI 49507
3. Drop off to Amplify GR office at the above address

A complete application consists of the following:

- Step 1** Completed application form
- Step 2** Completed answers to questions A-F
- Step 3** Completed Workplan
- Step 4** Budget
- Step 5** Letter from Fiduciary (see pages 2 &4)
- Step 6** Pre-Grant Assesment form if your fiduciary is a church without a 501c3 status

Notification within 45 days of application submission. Applicants are notified of award decisions and specific conditions, if any, that need to be met before a contract is executed.

Contracting within 90 days of application submission. An Agreement for Services, a contract between the participant and AGR is finalized and signed, authorizing the project to begin. AGR has no responsibility to fund the organization for any expense incurred before the written Agreement is in place.

Payment should be received with 30 days of signed contract.



Note: Awards will be rescinded for projects not ready for contracting within 30 business days of award notification.



2018 Mini Grant Application

STEP 1

For internal use only

Project #	
Date Received	
Funded	

Project Identification Information

Project Name		
Project Date(s)		
Project Location(s) <i>Include building names, addresses, neighborhood descriptors, etc.</i>		
Does the Project take place within the boundaries? <i>Circle the correct answer after reviewing page 5.</i>	YES	NO
Total Mini Grant Request \$ _____	Total Project Cost \$ _____	
Expected Number of Participants _____		
List aligned focus area		

Applicant Contact Information

Name	Email
Mailing Address	
Day/Work Phone	Evening/Home Phone
Applicant Signature	Date

A. Describe your project idea. (No longer than 2 pages)

Please describe what will happen when, where and how many times over an identified time span. See the attached workplan. Include resources that will be needed, if any, and how you will obtain them. Describe any final products, specific events, or milestones that are part of the project

Please use no more than 3 pages to complete questions B - F

B. Who will get involved?**C. Do you have experience working on a similar project?
Please describe your experience.****D. What are the goals for this specific project?****E. How will you know you reached your specific project goals?****F. How does your project align with the areas of focus?****Please Note**

Information requested on this page should be typed separately. Answers to the questions above should not exceed five pages.

- List in chronological order specific steps you will take to carry out this project.
- Identify who will be responsible for carrying out each step or activity.
- Estimate the month and year the step will be completed.
- Projects must be completed by December 31, 2018.
- Use this form or your own document

A. Step/Activity	B. Responsible Person/Group	C. Date Done

STEP 4

Provide Project Budget

Attach a separate spreadsheet detailing your expected expenses.

STEP 5

Fiduciary Requirements

Include a consent letter from your fiduciary. Your letter should include:

- Organization name
- Contact name
- Contact email
- Contact phone number
- Contact mailing address
- Project budget
- Project name and description
- Tax ID Number (TIN)
- Employer ID Number (EIN)

STEP 6

If your fiduciary is a church without a 501c3 status, they must also complete the form titled “Pre Grant Assessment of Churches without 501c3 Public Charity Status” featured on page 12.



Review

Review the entire application to make sure it is complete. Check to make sure all of your attachments are included in your submission.

Thank you for applying!

Pre Grant Assessment of Churches without 501(c)3 Public Charity Status

Church Name:
Church Location:
Pastor's Name:
Pastor or Church Phone#
Federal Tax ID#

Is the church covered by a group exemption ruling? If yes, please list the group and thier Tax ID# _____

Does the church have proof of legal existence which could include State Tax Corporate ID# or Articles of Incorporation or Bylaws? If so, please attach copies.

Please Circle

Does the church have a building or regular place of worship?

Yes No Unsure

Does the church have regualr and/or scheduled worship services?

Yes No Unsure

Does the church have a board or governance structure?

Yes No Unsure

Does the church have a membership with an association other than another church or demonination?

Yes No Unsure

Does the church have regular attendees/congregation?

Yes No Unsure

Does the church provide Sunday School or similar type programming?

Yes No Unsure

Does the church have pastor(s) ordained by others outside of the church?

Yes No Unsure

Does the church have a written doctrinal statement or postion?

Yes No Unsure

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Pre Grant Assessment Continued

Is this organization listed on Guide Star or Charity Check?	
Yes	No
Is the grant approved?	
Yes	No

Approved by: _____

Date: _____

Checked by: _____

Date: _____