

# Neighbors West-Northwest Small Grants Application Form

Applications must be e-mailed or sent to Neighbors West-Northwest and received by **Thursday, November 3<sup>rd</sup>, 4 p.m.** Email to [jen@nwnw.org](mailto:jen@nwnw.org) or deliver a hard copy to 2257 NW Raleigh Street.

## Cover Page FY 2016-2017

Complete form below or create a new form with ALL elements listed in order.

**Project Title** \_\_\_\_\_

Applicant \_\_\_\_\_

Project Coordinator/Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Applicant or Fiscal Sponsor 501(c)(3) Tax ID # \_\_\_\_\_

**Fiscal Sponsor & Contact Person** (if applicable) \_\_\_\_\_

Fiscal Sponsor Mailing Address \_\_\_\_\_

Fiscal Sponsor Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

**Partner organizations** (if applicable)

Partner organizations: \_\_\_\_\_

**Total Requested Funding Amount:** \_\_\_\_\_ (Between \$100 and \$2,500)

Project Summary: (50 words or less)

---

---

---

## Narrative

Your narrative should be single-spaced, 12 point font, 1-inch margins, and **cannot exceed two pages** (excluding cover page and budget). **Proposals exceeding this length will not be considered for funding.**

- 1.) Describe your project and the outcomes you anticipate. Your response must describe how the project meets at least one of the following:
  - a) increases the number and diversity of people involved in their communities and neighborhoods
  - b) strengthens neighborhood and community capacity to build community identity, skills, relationships and partnerships
  - c) increases neighborhood and community impact on public decisions and community life
- 2.) Describe your participant capacity. Identify community partners involved in this project and describe their anticipated role(s).
  - a) Describe your group(s) qualifications for carrying out this project
  - b) State whether your partnership is ongoing or a new partnership developed for your proposed project
- 3.) Describe how the budget supports the project.
  - a) Describe how requested funds will be used.
  - b) Describe any leveraged and donated resources. This could include volunteer time, in-kind donations, or other funds being sought or used for this project.
  - c) Provide backing materials like quotes for expenses or letters acknowledging in-kind donations.
- 4.) Describe your plan to promote your project in the community, including acknowledgement of funders (Neighbors West-Northwest and the Office of Neighborhood Involvement)
- 5.) Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones.

# Project Budget

Project requests can range from \$100 to \$2,500

Below are general budget categories. Projects are not required to include items in every section. Add table rows as necessary for each item description. Provide supporting materials for your requested funds.

	Budget Item Description	Requested Funds	Leveraged Funds	In Kind Donations, Services & Time
<b>Personnel</b>				
<b>Supplies &amp; Materials</b>				
<b>Event Related Expenses</b>				
<b>Outreach &amp; Publicity</b>				
<b>Permitting &amp; Fees</b>				
<b>Subtotals</b>				
<b>Admin</b>				
<b>TOTALS</b>				

- \* Leveraged Funds includes additional dollars supporting this project—for example, additional grants or direct support from your organization.
- \*\* Donated services and time can include estimated dollar amounts of in-kind donations and/or general volunteer hours at \$21.50 per hour. For professional or skilled volunteer work, visit [www.bls.gov/oes/current/oes\\_or.htm](http://www.bls.gov/oes/current/oes_or.htm) to identify a median per hour volunteer rate.
- \*\*\* Administration cannot exceed 10% of the project related request. Talk to your fiscal sponsor about administration costs as you develop your budget.

# Application Instructions

Complete this checklist to ensure you've included all the components of a complete application.

<p><b>Packet:</b> Include cover page, proof of fiscal sponsorship, narrative, budget, and proof of partnership (if applicable). Do not include any additional documents, i.e. photos, newsletters, additional letters of support etc. The committee will not consider additional items.</p>	
<p>Cover page: <b>Include all information requested on the application form</b></p>	
<p><b>Proof of Fiscal Sponsorship:</b> Include either your organization's IRS non-profit determination letter or a copy of your formal agreement with your fiscal sponsor agency.</p>	
<p><b>Narrative:</b> Answer all the questions in the order they are listed on the narrative form.</p> <p><b>No more than two pages:</b> 12 point font, margins no less than 1-inch, single spaced.</p>	
<p><b>Budget:</b> Complete all relevant rows and columns of the budget table. Reference all items in your response to narrative question #3. Include supporting documentation. Questions? Contact Jen (info below).</p>	
<p><b>Partnership Letter:</b> <u>Each</u> organization should submit a "<u>proof of partnership</u>" letter that describes individual and shared roles. This letter should be on each organization's letterhead.</p>	
<p><b>Deadline:</b></p> <p><b>Applications are due no later than Thursday November 3<sup>rd</sup>, 4 p.m.</b> All components must be received by the deadline to ensure a complete application. Emailed applications will receive a confirmation receipt.</p> <p>Submittals may be emailed, mailed, or hand delivered to:</p> <p><a href="mailto:jen@nwnw.org">jen@nwnw.org</a></p> <p>-or-</p> <p>Neighbors West-Northwest 2257 NW Raleigh St. Portland, OR 97210 Attn: Jen Kirk</p>	