



# Grant Tips

## Neighborhood Small Grant Program

### **Connect the dots**

Clearly describe how your project benefits the community within Neighbors West-Northwest's boundaries. Use the questions in the narrative section to describe your project, including how the project meets the grant program's goal and priorities. A strong proposal demonstrates that your project meets these goals and priorities. Do not assume the grant committee knows your organization – include a mission statement and connect it to your proposal and the program's goals.

### **Answer the questions in the order they are asked & in the provided format**

Your application will be easier to read and review if it follows the requested format. Prepare your proposal so it is easy to evaluate. Applications are available in Word format at [www.nwnw.org/small-grants-program](http://www.nwnw.org/small-grants-program).

### **Clearly identify grant components in the narrative and the budget**

During the evaluation process, the grant committee must weigh many different priorities. Identify your grant components and the funds associated with each component to streamline your grant evaluation. This may be the difference between receiving full funding, partial funding or no funding. Identify the priority components in your requested funds in case you only receive partial funding. ***Be sure to adjust the subcategories on your budget so they are meaningful to your project as described in the narrative.***

### **Reach out to under-engaged groups**

Think about who you would like to see involved with your organization—seniors, youth, people experiencing homelessness, refugees, renters, ethnic minorities, etc. Incorporating new people could strengthen your organization, develop new partnerships and strengthen your grant application. If your community organization already supports traditionally under-engaged groups, how could you partner with a neighborhood association?

### **Postmarks don't count**

Your application must be received by the deadline! You can either drop off your application in person, mail it, or email it. Emailed applications will receive a confirmation receipt.



# NWNW Priorities

## Neighborhood Small Grant Program

### **Create community events & activities**

Preference will be given to events and activities that bring people together to build relationships. Keep in mind that one of the program goals is to build and sustain members – so consider how this will be incorporated into your events and activities. Though many types of projects have been funded through the Neighborhood Small Grants Program in the past, this year, the application evaluation process will give greater emphasis to events and activities that encourage participants to interact with each other and the applying organization(s).

### **Build Partnerships**

Partnerships build the organizational capacity of all partners involved. Partnerships are a plus for your application. Projects that include partnerships between at least one neighborhood association and at least one community organization will be given additional consideration in the evaluation process. ***A partnership is when organizations are working together to implement the project and ensure the project's success.*** A proof of partnership letter is required from each partner. ***Grantors, fiscal sponsors, project donors and volunteers are not partners,*** but their monetary value should be tracked on the application budget.

### **Be imaginative and innovative**

Neighbors West-Northwest prefers to seed new community projects. Think of new, creative ways your organization can meet the goals and priorities of the grant program. If you request funds for the same project for a second year, be sure to demonstrate how additional funds will help your project evolve beyond the first year's accomplishments and how ongoing costs will be secured. ***NWNW will not fund a project more than two consecutive years.***

### **Put the money to work**

Only apply for the amount of funds you need to do your project. The maximum grant awards are only available for the strongest projects. For example, if your project meets all or multiple grant goals and priorities, you may be considered a strong project. Other criteria, including your capacity to complete the project, will also be considered. When completing your budget, calculate how much each item will actually cost – get quotes if needed. Can some of the materials or services be donated? Personnel costs are not preferred. Can you find volunteers to help with the project? Leveraging volunteer time and donations may strengthen your application and build community relationships. Find additional resources to increase the value of the requested grant funds. The committee hopes to fund as many strong projects as possible.