

# Neighborhood Grant Application

## Park Slope Civic Council, Brooklyn, New York

2014-2015 Grant Cycle

Due Date: November 15, 2014

Award Date: Early 2015



*The Park Slope Civic Council is accepting applications for grants to be awarded to community groups for projects in the arts, education, youth programs, and civic improvement. Applications will be evaluated on their responsiveness to the needs of the community, its residents, and the merits of the program proposals.*

*The deadline for receipt of applications for the 2014-2015 grant cycle is November 15, 2014.*

### **Application Guidelines.**

1. Applicants must serve the greater Park Slope community, and must be non-profit/non-commercial organizations whose services, programs, and projects are open to residents of Park Slope.
2. The Civic Council does not provide funds for operating costs of ongoing programs or projects. Priority is given to new projects which would not be fully funded in other ways, and which benefit significant numbers of people in Park Slope.
3. There are two types of grant: **Regular** grants and a single **Community Builder** grant. A group may apply for either type, but not for both, during a grant cycle. The Grants Committee reserves the right to re-assign an application to a different category if deemed appropriate.
  - a. **Regular grants** (typically \$500 or less) may be used with existing resources or as "seed" money to help underwrite new community projects. The number of grants awarded in this category will vary, depending on the quality of the requests and the funds available.
  - b. One **Community Builder** grant (about \$2000) will be offered annually to enable a new project of special merit that could not be done without our help. Applications for this grant will be competitive and will be scrutinized more strictly. The award will be made to the most qualified applicant, or, if no application meets the Committee's standard, the funds may be withheld for a subsequent grant cycle.
4. Grant monies must be used within one year from the date of any award unless advance permission is given.
5. Organizations receiving grants will be asked to provide a short progress report at the end of the year.
6. To qualify for consideration in the 2014-2015 Grant Cycle, completed applications must be received by the due date. Send applications and any supplementary information that will facilitate our review of your request by e-mail only to [grants@parkslopeciviccouncil.org](mailto:grants@parkslopeciviccouncil.org). The preferred format for all submittals is PDF, but we will accept supplementary information in Microsoft® Word, Microsoft® Excel, or .jpg (illustrations only). The application is a PDF form that can be filled in on a personal computer.



**D.** Describe the project for which you are requesting funds and how it will benefit the community. Your narrative should clearly explain the rationale and goals of the project. Use a separate sheet if necessary.



## Project Details

**E.** Provide a detailed budget for the project (e.g. supplies, personnel, equipment, etc). Specify how the funds obtained will be spent. Applicants requesting funds for the purchase of a large piece of equipment must submit copies of written estimates from three vendors. Use a separate sheet if necessary.

**F.** What other funding sources will help underwrite the project? Please list each source and the amount they have agreed to donate.

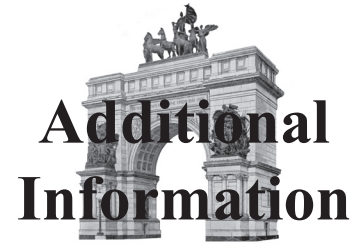
**G.** How many people will benefit from the project? \_\_\_\_\_

**H.** Of those, how many are Park Slope residents? \_\_\_\_\_

**I.** What is your annual operating budget? \$ \_\_\_\_\_

**J.** What is the total cost of this project? \$ \_\_\_\_\_

K. How will this project be publicized?



L. Specifically, how would you give credit to the Park Slope Civic Council for underwriting this project?

M. If the grant is awarded, how should the check be written?

N. Are you or is any member of your organization a member of the Park Slope Civic Council?

No

Yes

(If 'Yes', please provide us with their names.)

O. Each year the Park Slope Civic Council gives a Lovgren Award to a professional and to a volunteer to honor their community service. You are welcome to suggest nominees for the next award. If you do recommend someone, please explain why you are recommending them.

It is understood and agreed that money granted by the Park Slope Civic Council will be used only on the project as defined in this application, and will be expended within one year of the grant's receipt. If not, allocated funds must be returned to the Civic Council.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2014