

Neighborhood Grant Application

Park Slope Civic Council, Brooklyn, New York



2016-2017 Grant Cycle

Due Date: February 15, 2017

Award Date: March 2017

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 Park Slope Civic Council contemplates making several grants of approximately \$500 each.

The deadline for receipt of applications for this grant cycle is February 15, 2017.

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 that would not be fully funded in other ways, and which benefit a significant number of people in Park Slope.
3. Grant monies must be used within one year from the date of any award unless advance permission is given.
4. Organizations receiving grants will be asked to provide a short progress report at the end of the year.
5. To qualify for consideration in this Grant Cycle, completed applications must be received by the due date. This application is a PDF form that can be filled in on a personal computer or tablet, using Adobe Acrobat Pro or Adobe Acrobat Reader. ***Fill in the requested information in the shaded areas. Do not forget to save your application before sending.***

In addition to this completed form, we will accept supplementary information that will facilitate our review of your request in Microsoft® Word™, Microsoft Excel™, PDF, or .jpg (illustrations only).

Send applications and any supplementary information by e-mail only to:
grants@parkslopeciviccouncil.org

APPLICANT INFORMATION

Date of Application

Name of Organization

Address

City

State

ZIP

Telephone

E-Mail

Web site (if any)

Contact Person:

Printed Name

Title

Telephone

Provide us with a brief history of your organization, including its goals and objectives. Use a separate sheet if necessary.

List your organization's programs and activities, including dates, locations and numbers of people who benefit. Include any relevant copies of any news articles, videos, photographs, etc.

Has your organization applied for a grant from the Park Slope Civic Council in the last 3 years?

Yes

No

If "yes:"

1. In which year(s) did you apply:was (were) your request(s) approved?_____
2. What was the amount of your most recent grant?_____
3. Describe briefly the project for which the most recent grant was awarded:

GRANT AND PROJECT INFORMATION

\$ _____
Amount Requested

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.

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.

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

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____

Approximately how many people will benefit from the project? _____
Of these, approximately how many are Park Slope residents? _____

What is the total project cost? \$ _____ What is your annual operating budget? \$ _____

ADDITIONAL INFORMATION

If you plan to publicize the project, please describe your plans. If the Civic Council agrees to fund your project, we will appreciate a mention in any publicity efforts.

Please identify any members of your organization who are members of the Park Slope Civic Council.

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

SUBMITTAL

On behalf of the Applicant I, the undersigned, understand and agree that money granted by the Park Slope Civic Council will be used only on the project described in this application, and will be expended within one year of the grant's receipt. If not, unspent funds must be returned to the Park Slope Civic Council.

Signature (digital or scanned)

Date

After saving your completed application, submit it and any supplemental information by e-mail only to grants@parkslopeciviccouncil.org