

Neighborhood Grant Application

Park Slope Civic Council, Brooklyn, New York



2018-2019 Grant Cycle

Due Date: December 14, 2018

Award Date: February 2019

The Park Slope Civic Council contemplates making several grants in amounts from \$500.00 to \$1,000.00. **The deadline for receipt of applications for this grant cycle is December 14, 2018.** Grants will announced in February 2019.

APPLICATION GUIDELINES

1. The Park Slope Civic Council awards grants to community groups working in the arts, education, youth programming, and civic improvement. Applications are evaluated based on their responsiveness to the needs of the community, the number of people served, and the merits and viability of the program.
2. Grants typically are made to smaller organizations. Regrettably, we are not in a position to fund institutional not-for-profits.
3. Applicants must have 501(c)3 status. The Civic Council does not provide funds for operating expenses.
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 to the Park Slope Civic Council by December 31, 2019.
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 (not to exceed \$1,000.00)

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? \$ _____

Please include with your application your annual budget for each of the last three fiscal years and a copy of your 501(c)3 determination from the Internal Revenue Service.



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