CCSG GRANTEEE REQUIREMENTS AND ACTION ITEMS

REQUIREMENTS

1. Completed grant applications must be received by the deadline. All applications received after the deadline will be considered during the following grant cycle. See below for grant application deadlines.

2. If applying as an individual, you must live in the neighborhood where the project will take place and find a major partner (company or non-profit) to support your project. For groups, three unrelated individuals who live in the neighborhood can apply for projects to benefit and take place in their neighborhood.

3. All grant requested events and activities must benefit and take place in the neighborhood where the residents reside.

4. Applicants must secure a dollar-for-dollar match equal to or greater than the amount requested from the small grants program. For example. If you request $750.00, you should demonstrate $750.00 in matching funds and/or in-kind services. Matching support can be money, other grants, volunteer work or donated goods or services such as food, event space, tools or equipment.

5. If funds are requested to cover the cost of contractors, the cost of the contractors cannot exceed 50% of the grant requested from Community Connections.

6. Applicants are prohibited from buying tools or equipment using the Community Connections Small Grants funds. For questions regarding acceptable purchases please email info@ccsmallgrants.org.

7. All groups must have a checking account in the group's name. Checks will not be made to individuals, non-profit organizations not connected to the group or pre-existing businesses that are not a resident-led group.

8. Applicants can only take the lead and/or be the point of contact for one project per grant cycle.

ACTION ITEMS

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<u>Prior to grant submission</u>

1. Attend required application assistance session to obtain feedback regarding proposals prior to submission. Potential grantees should print and complete the CCSG application for review prior to official submission and bring it with them to the application assistance session. This session is designed to provide assistance to put you in the best position to receive funding. See below for more information and a copy of the grant questions.

<u>After grant submission</u>

1. After submission, all qualified applicants will receive an email regarding the status of the grant application. This includes requesting an interview. Failure to check email correspondence will disqualify applicants from receipt of funding. Please check your email frequently throughout the grant process.
2. Track and document all project expenses. This includes keeping track of original receipts and invoices. Submitted receipts can only reflect items purchased for the funded project.
3. Where appropriate, take before and after pictures of the project.
4. Turn in your final report 30 days after project completion or by the grant cycle deadline, whichever comes first. All three group members or the individual and community partner must complete and sign off on the final report. Failure to submit your final report on time will disqualify all group members from applying for a grant for one year. The final report will ask the following questions:

   - Number of volunteers
   - Number of volunteer hours
   - Number of project participants
   - How many dollars were leverage or matched
   - A list of partner who participated in the project
   - Project photos

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- The flyer used for the project
- At least 5 high quality photographs emailed to info@ccsmallgrants.org

5. All grantees will be required to attend a final grantee celebration to share your project success. Each project will be required to make a 5 – 7 minute presentation. Presentation criteria is as follows:

    a. Discussion of how the project idea came about.

    b. Explanation of the project.

    c. Completed final report questionnaire

    d. Please share numbers in the project information portion of the final report form:

        - Number of volunteers
        - Number of volunteer hours
        - Number of project participants
        - How many dollars were leverage or matched

    e. Describe how the community is better as a result of your project.

    f. Share how you have personally developed as a result of conducting a community project.

    g. Share a skill learned through the grant or project process.

    h. Share noteworthy successes that you are specifically excited about.

    i. Share any challenges you faced and what you would do differently if funded for the same project.

    j. A visual component is required for each final presentation (PowerPoint, poster board, etc.)