

# Proposal Form

## Neighborhood Association Mini-Grants - Round 2 of 2011

**For Office Use Only**  
 Date rec'd \_\_\_/\_\_\_/\_\_\_  
 Copies \_\_\_  
 Mission \_\_\_  
 Res/Min \_\_\_  
 Directors \_\_\_

If submitting multiple Mini-Grants, please rank priority level:

### I. Organization Information

Association Name: \_\_\_\_\_

Association Address: \_\_\_\_\_

Street Zip

Contact Information: \_\_\_\_\_

Name Title

Phone Fax

E-Mail Web Page

### II. Funds Requested and Category

Grant Funds Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Project Name: \_\_\_\_\_

Project/Program Category – Indicate the one statement that best describes your request

- Funds will be used for a neighborhood event.
- Funds will be used to celebrate diversity and increase interaction of residents from different racial, ethnic, or religious backgrounds.
- Funds will be used for physical improvements that identify or beautify the neighborhood.
- Funds will be used for “Green” initiative project
- Other. Attach an explanation for why this proposal should be funded.

### III. Required Attachments

1. Association mission statement
2. Current listing of Directors with contact information
3. Copy of a resolution or minutes from the meeting at which the Neighborhood Association board approved this project proposal.
4. Project/Program Budget
5. Project/Program Narrative, which should include detailed responses to the following questions:
  - a) What is your proposed project or program?
  - b) How does this project or program advance your mission?
  - c) How does this project or program contribute to a healthy neighborhood?
  - d) How does your Association manage its funds?
  - e) What other partners or funding sources are involved?
  - f) Has your Association contacted the appropriate city or county departments/staff or private parties involved with your proposed project?
  - g) How will you measure the success of this project or program?
  - h) Does your Association have outstanding funds from a previous mini-grant award? If so, why and what are your plans for these funds?
  - i) Please demonstrate your association’s ability to complete this project in a timely manner (volunteer base, additional funding sources, past experience).
6. Project/Program Timeline

### IV. Authorizing Signature – This request is duly authorized by the Association

\_\_\_\_\_  
 Signature of Association President or Executive Director Title Date

*For applications to be considered, **four (4) copies** must be received by close of business on Monday, August 22, 2011 at the Green Bay Neighborhood Division (100 N. Jefferson St, Rm. 608, 54301).*



## 4. Project/Program Budget

1. What is the grant amount being requested?

\$ \_\_\_\_\_

### **Sources of Revenue**

(Grants, NHA Funds, Private Donations, etc.)

GBNLC Mini-Grant

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

2. List the proposed costs for your project.

### **Materials and Supplies**

(paper, paint, wood, rakes, gas, etc.)

### **Estimated Cost**

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

### **Services**

(Plumbers, painters, printers, etc.)

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

### **Other**

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

\_\_\_\_\_

\$

5. Project/Program Narrative, which should include responses to the following questions:

- a) What is your proposed project or program?
- b) How does this project or program advance your mission?
- c) How does this project or program contribute to a healthy neighborhood?
- d) How does your Association manage its funds?
- e) What other partners or funding sources are involved? (List all additional resources, in-kind donations, and sources of funding that your group will bring to this project. Volunteer hours should be valued at \$10/hour.)
- f) Has your Association contacted the appropriate city or county departments/staff or private parties involved with your proposed project?
- g) How will you measure the success of this project or program?
- h) Does your Association have outstanding funds from a previous mini-grant award? If so, why and what are your plans for these funds?
- i) Please demonstrate your association's ability to complete this project in a timely manner (volunteer base, additional funding sources, past experience).

