

HOW TO COMPLETE A SMALL GRANT APPLICATION

NEFERTITI ORRIN, COMMUNITY LIFT: JANUARY 16, 2019



BY THE END OF THIS SESSION, YOU WILL...

- ✓ Understand the basic steps to write a small grant application
- ✓ Learn tips and tricks to write a winning application
- ✓ Know if and when you should apply for a Memphis Empowerment Fund grant

STEP #1: FIND A GRANT TO APPLY TO

GRANT SEARCH WEBSITES

- <http://communitylift.org/memphis-empowerment-fund/>
- www.bldgmemphis.org
- www.networkforgood.com
- <https://shelterforce.org/category/arts-culture/>
- https://www.memphistn.gov/government/police_department/crime_prevention_grant
- <http://memphiscitybeautiful.org/programs/community-grant-program>
- <https://www.artsmemphis.org/artsaccelerator-grants>
- <https://www.artsmemphis.org/arts-build-communities>

STEP #2: KNOW YOUR FUNDER AND THEIR GRANT GUIDELINES

WHO IS COMMUNITY LIFT?

LIFT (Leveraging Investments For Transformation)

LIFT's mission is to **accelerate** the **revitalization** of disinvested neighborhoods to create a thriving Memphis for all.



WHO IS COMMUNITY LIFT?

We Achieve
our mission
through our 3
programs

CDC Capacity
Building Fund

Memphis
Empowerment
Fund

Small Business
Loan Fund

And by
connecting
people to
resources
(capital, human
capacity,
networks, etc.)

COMMUNITY LIFT'S SMALL GRANT PROGRAM

The Memphis Empowerment Fund Grant is LIFT's small grant program that provides financial assistance to neighborhood leaders and grassroots organizations for community projects/events that improve quality of life in disinvested neighborhoods.

Eligibility Requirements

- ❑ Funding available for a neighborhood improvement project or event (no operational, organizational, or building purchases are eligible for funding)
- ❑ Project must take place in a Memphis neighborhood (does not include Cordova, Bartlett, Germantown or other outer-county areas)
- ❑ Project must fit in one of these categories: physical, people, grassroots organizing, or economic
- ❑ A resident, property or business owner, neighborhood association or nonprofit (less than \$30,000 org. budget)
- ❑ Applicant must live, own business, own property, or operate non-profit in neighborhood where project will take place

COMMUNITY LIFT'S SMALL GRANT PROGRAM

Projects or grant proposals not eligible to receive funding under this grant

- ❑ **Youth-based programs, including after-school, summer camp, recreational camps or programs**
- ❑ Costs incurred before funding is awarded
- ❑ **General operating costs (if non-profit organization)**
- ❑ Individual elementary or secondary schools
- ❑ **Alcoholic beverages, gifts or prizes**
- ❑ **General miscellaneous or contingency funding**
- ❑ Contributions or donations to other entities
- ❑ Fines and penalties
- ❑ Lobbying
- ❑ Marketing expenses not associated with the project

WHO CAN APPLY?

Individual resident

Property owner

Business owner

Neighborhood
association or group

Nonprofit (must be
based in the
neighborhood and have
less than \$30,000
annual budget)

STEP #3: MAKE A PLAN



“MAKE-A-PLAN” CHECKLIST

- ❑ Research to see if others in your neighborhood are doing a similar project and if you can work together. Funders typically do not fund similar projects in the same neighborhood.
- ❑ Meet with your team (neighbors, supporters, friends, church members, etc.) to determine if this is the right grant opportunity for what you are trying to accomplish in your neighborhood.
- ❑ Once you decide to move forward, determine who on your team will write and submit the application.
- ❑ Read through the entire application thoroughly to determine what the funder wants, before sitting down to write the application.
- ❑ Do your research! Gather all the information you will need, before you begin writing one word.

“MAKE-A-PLAN” CHECKLIST

- ❑ Do your research! A FEW Questions to ask yourself.
 - ✓ What is the project? Why is it needed? Who will benefit from the event/project?
 - ✓ How much will it cost to put on this project/event?
 - ✓ Why are you the right person to do the project or event? Is there another person/group in your neighborhood that could do the project/event better?
 - ✓ If it's an event, where will it be held? Is that the right space? Why is it appropriate, affordable?
 - ✓ How will you get the word out about your project/event? What is your marketing strategy?
 - ✓ What activities will be included in the event/project? When will your project/event start? How far in advance do you need to start planning? Do you need to have several meetings to plan? Who needs to be involved?
 - ✓ What goals do you want to achieve through the event? How will you measure/know if you have met your goals?
 - ✓ How many people do you want to participate?
 - ✓ Who are the partners involved? What will each partner be responsible for doing? How will you get them on board? How will you make sure they stay involved?

ACTIVITY

Tell the person next to you what your project is, why it's needed and why you are the best person to carry out this project. (2 minutes)

MEMPHIS EMPOWERMENT FUND APPLICATION

Part One: Applicant Information



Part Two: Project Information



STEP #4: PREPARE YOUR APPLICATION

TIPS AND TRICKS

Do a draft of your application before entering it into an online form.

Answer the questions asked – no more, no less.

Use the grant evaluation criteria (if provided) to be sure you are following the grant's guidelines.

MEMPHIS EMPOWERMENT FUND SCORECARD

Score (1-5)	Project Description Need	Goals	Partnerships	Budget	Project Activities (Plan)
	Does project meet eligibility requirements?	Are goals clear and measurable (i.e. 100 people will attend the event)	Is the project driven by a resident/neighborhood need?	Is budget submitted?	Are the key activities/start and end dates clearly identified?
	Is the Project Need clearly articulated?		Are other partners involved? If so, how?	Is budget realistic and cost effective?	Does timeline/plan seem realistic and achievable?
	Is applicant best suited to carry out project?				

STEP #5: PROOFREAD YOUR APPLICATION

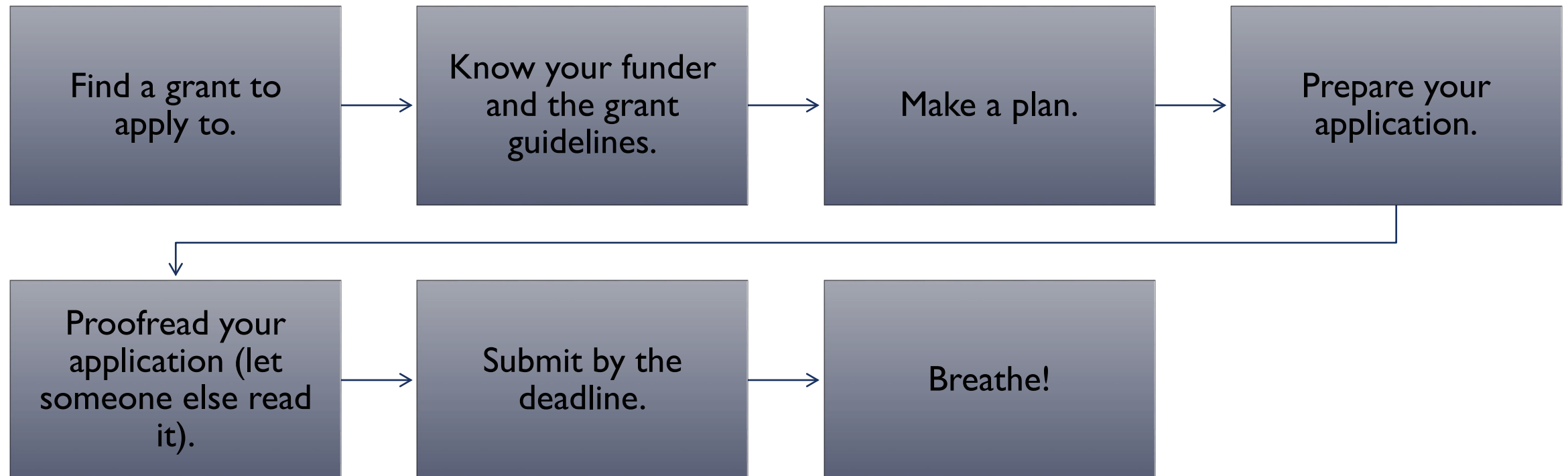
**CAN EDIT AND MODIFY
MY IDEA LATER ON ?**

YES. YOU CAN !!!

STEP #6: SUBMIT YOUR APPLICATION BY THE DEADLINE DATE

STEP #7: BREATHE!

TOP TIPS FOR WRITING A SMALL GRANTS APPLICATION



QUESTIONS?

