

SMALL GRANTS 2019 Cycle

Grant Purpose

Through the Great Opportunities (GO)

Neighborhoods Initiative, the Houston office of the Local Initiatives Support Corporation (LISC) invests to create strong and vibrant communities with engaged residents and organizations.

Small grants support activities that bring stakeholders together to address issues like housing, health, environment, education, economic development, family financial stability and resident leadership and civic engagement.

Strong applications will support:

- projects that grow or strengthen networks of community members
- community organizing
- projects that advance quality of life
- implementation of strategies that connect to neighborhood plans

Grant Amount & Target Geography

Houston LISC invites community leaders and organizations to submit proposals. Grants are **reimbursable** and require a 2:1 match. Awards are available for **\$500-\$2,500** to groups and organizations. Funding is prioritized to the thirteen (13) communities within LISC's GO Neighborhoods network. *Neighborhoods outside of the GO Neighborhoods geography are eligible to apply, and will be considered on a case by case basis.*

Grant Guidelines

Match

Groups must pledge a 2:1 match for the grant (ex: if a request is made for \$2,500, then a \$5,000 match must be shown). The match can be in cash OR in-kind. In-kind match may include:

- Volunteer hours to put the activity together, valued at \$24.69 per volunteer hour. This includes any volunteer time spent planning, designing, organizing, promoting, facilitating, and evaluating the project.
 - Paid staff coordinating the activity.
 - Skilled volunteers donating their time (such as a photographer, graphic designer, musician, or other professional using their skill) valued at their usual billing rates.
 - Donations of food, meeting space, supplies, etc.
- A. Grants may **NOT** be used to pay for staff support. Staff support is counted as an in-kind donation.
 - B. Grants for one-time events without intent for further engagement are discouraged.
 - C. Grants for events/activities that have already taken place will not be funded.
 - D. Proposals from groups or organizations applying for funding for a project that was previously sponsored by LISC need to specify how funding will build off the success of the previous grant award and how the group plans to support the project going forward. Projects that have been funded twice with LISC Small Grant dollars will be ineligible for further funding from this program.

- E. LISC will make award decisions based on the following criteria:
- Potential for project to have an impact on important issues in the neighborhood
 - Community support and connection to other neighborhood efforts
 - Plans to keep the participants engaged after the project is completed
- F. **Major activities for your project must be complete by November 1, 2019.** *If awarded*, LISC will provide a template for the **final report** to be submitted no later than **December 1st, 2019.**

Process To Apply

1. **Plan:** A group of residents, neighborhood leaders or an organization gets together to brainstorm a community building initiative that aims to connect that addresses a specific community need, i.e. engagement, health, crime, education, etc.
2. **Present:** The group takes their idea to a neighborhood committee such as a neighborhood civic club, Super Neighborhood committees, or a coalition of people working together to improve their community. The group makes a presentation to the committee and requests a letter of support for their idea and proposal. A sample Letter of Support is attached. Committees are encouraged to approve as many requests as possible, as long as they believe in the community engagement effort. If you need help identifying a committee in your neighborhood, please call: Senchel Matthews at 713-334-5700 or Patricia Carr at 713-597-6844.
3. **Write:** The group completes the proposal (attached) which includes: **1)** response to proposal questions, **2)** a project budget and **3)** a Letter of Support (template attached).

Application Deadline & Submission Checklist

Applicants may apply for more than one grant per cycle, for multiple project ideas. LISC does not reserve a certain level of funding per neighborhood and expects to award a total of 25-30 small grants in the 2019 cycle.

Proposals should be submitted via email to Houston LISC GO Neighborhoods Assistant:
Patricia Carr – pcarr@lisc.org.

Alternatively, applications can be mailed to:

Houston LISC
1111 North Loop West, Suite 740
Houston, TX 7008

Checklist:

- Grant application including list of 7 questions and project budget (attached)
- Letter of Support (template attached)

Grant Applications Deadline: April 1, 2019
Notice of Awards: April 29, 2019
Final Report Deadline: December 1, 2019

Please note: Although applicants are encouraged to turn in materials prior to the April 1 deadline, decisions will not be made or announced before April 29th.

Once Your Grant is Approved

If your proposal is approved, Houston LISC will discuss with you how we will provide the reimbursable funding. LISC will provide you with a grant letter to sign and return. Be prepared to provide a W9 and a tax-exempt letter (if applicable) for your organization.

- A. **Start** the project!
- B. **Communicate! Alert** LISC whenever your project hosts a major activity, meeting, workshop or event. If you would like a LISC representative present at an event, please make your request to LISC with at least 15 days' notice.
- C. Please include the LISC and GO Neighborhoods logos on flyers, email, and other promotional materials as a visual reminder of the partnership.
- D. **Communicate!** Keep LISC updated regarding any specific delays or challenges your group may encounter.
- E. Keep track of **sign in sheets**, save **receipts**, and take lots of **photographs and/or videos**. Before and after pictures are strongly encouraged, where applicable, and may be featured on LISC's social media and/or website.

Please take time to curate the photos you send with the final report & send **the best 4-6 photos that represent the work that was accomplished. Email the photos or send a link to only those photos/receipts to avoid LISC staff sifting through hundreds of photos & documents to find the necessary information.**

- F. Complete all major activities funded by this grant **by November 1, 2019**. At the end of the grant term, you will provide a final report detailing the impact and success stories of your project. Your **final report is due no later than December 1, 2019**.

LISC Background

Houston LISC's Great Opportunities (GO) Neighborhoods supports resident-led neighborhood revitalization in specific Houston communities.

For a detailed description of the neighborhoods and programs go to www.go-neighborhoods.org.

For more information, please contact:

Houston LISC GO Neighborhoods Assistant, **Patricia Carr at 713-597-6844**.

Requests may be submitted at any time but must be received **by April 1, 2019**

2019 SMALL GRANT PROPOSAL

Organizational Background

Today's Date:		Group/Organization: Your group's name here	
Telephone: Don't forget this	Mailing Address: Include the entire address, including zip code	Website:	
Executive Director (if applicable):		Contact name & Title (if different):	
Contact Phone: 800-555-1212		Contact Email: yourname@emailserver.org	
Year incorporated (if applicable):		501c3 Status (not required): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Neighborhood: Very important Tenth Ward		Project Name: Give your project a meaningful or catchy name Tenth Ward Safe: Community Mural & Education	
Amount of grant request: Don't forget this! (\$500-\$2500)			

Project Description – Please respond to the following questions with 2-3 sentences or bullet points.

1. Describe the project or activity and its purpose in 200 words or less. What issue(s) does it address?
WHAT are you planning to do?

2. Please provide the **number** of community members do you expect will help to **plan and organize** this project.
Looking for a # - It's ok to estimate!

3. Broader Community: Please list groups, organizations, businesses, and governmental entities that are **partners** with you in this effort? Do you already have their support?
WHO? – Looking for names –please list them here

4. Please provide the **number** of people do you expect to **participate** (if relevant). **How many** (number) will be **new** participants? Looking for a # - best guess

5. Provide a brief **timeline listing dates & activities or meetings**. When will you start? When will you finish? How many times will you meet? Looking for **DATES** (even if they are estimates)

6. Describe the expected results/impact on the neighborhood and/or participants.
What do you think will happen because of this project?
Who will benefit?

7. What might be the next steps **after** this project is complete?
What future projects or initiatives will be started or continued due to this project? Will this project be a springboard to bigger and better things? – If so, explain here.

2019 SMALL GRANT PROPOSAL BUDGET

Project Name: Should be the same as on page 1 of proposal	Grant Amount Requested: Should be the same as on page 1 of proposal
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Budget: Please use this template to provide a proposal budget.

The budget has two parts:

Part I - GRANT EXPENSES:

List all the expenses for your activity or project below.

Remember: Grants are \$500-\$2500

Expenses you
want covered
by the Small
Grant go here:

Expenses you
will cover
using other
funds go here:

Project Expense - Description	Total Cost	Grant Amount	Other Funds
Need estimates here			
Ex: 400 paintbrushes @ \$5 each	2000.00	2000.00	
Specialty paint – 20 qts @ \$20/qt	400.00	400.00	
Paint sealant – 5 gal @ \$50/gal	250.00	100.00	150.00
Total Project Expenses	2650.00	2500.00	150.00

Maybe your organization will pay for this or maybe you already have those supplies

Cannot exceed \$2500

Part II - MATCH CALCULATION:

Your budget needs to show a **2:1 match**. So, for example, if you are requesting \$2,500, your budget needs to show at least \$5,000 in match. Please use this template to list your match.

Remember to include volunteer time, and any in-kind donation of goods, services, or professional/staff time. To calculate volunteer match, estimate the number of people and the number of hours volunteers will spend working on the activity or project. List under Volunteer Match. Each volunteer hour is valued at \$24.69. If a professional donates their time, use the actual value of that time (e.g. a photographer generally charges \$200 per hour but agreed to give 3 hours to your project, so you would list \$600 under In-Kind Donation).

Number of Volunteers	Hours	Value \$24.69	Hours X Value = Volunteer Match
list different event dates on sep lines			
Planning team – 8 people for 5 2 hour meetings	80	24.69	1975.20
Party set up & clean up – 20 ppl for 4 hours	80	24.69	1975.20
3 Parking lot attendants for 4 hours	12	24.69	296.28
In-Kind Donation – Description	Units	Value	Units X Value = In-Kind Match
Professional Artist – project design/direction	15 hrs	\$100/hour	1500.00
Total Match			5746.68

This number needs to be at least 2 X the amount requested above

SAMPLE RECOMMENDATION LETTER FROM NEIGHBORHOOD ORGANIZATION/COMMITTEE

Please make sure your letter is from a neighborhood group or organization such as a SuperNeighborhood organization, a civic group, resident group, Complete Community Neighborhood Action Committee, or the governing body of a church in the neighborhood where the project will take place. **Letters should NOT come from City Council members, businesses in the area, individuals, or schools that will directly benefit from the project.**

{Letterhead of Neighborhood Organization/Committee if available}

Date:

Dear Houston LISC,

{Name of Group or Organization} made a presentation before our organization on {DATE} about their proposal for the Houston LISC Journey Seed Grant. At this meeting we had _____ people present including a quorum of the leadership of our organization that typically makes these types of recommendations. Our leadership has agreed to support this proposal.

Our organization has been around since {date} for the purpose of {insert}. We may be able to provide support to this activity in the following manner: {describe}.

Thank you for considering this proposal. If you have any questions, please do not hesitate to contact {name} at {phone and/or email}.

Sincerely,

{Leader of the neighborhood organization/committee}



LISC SMALL GRANT PROPOSAL

Today's Date:	Group or Organization:	
Telephone:	Mailing Address:	Website:
Executive Director (if applicable):	Contact Name & Title (if different):	
Contact Phone:	Contact Email:	
Year incorporated (if applicable):	501c3 Status (not required): <input type="checkbox"/> Yes <input type="checkbox"/> No	
Neighborhood:	Project Name:	
Amount of Grant Request: (between \$500-\$2500)		

Project Description – Please respond to the following questions with **2-3 sentences or bullet points**.

1. Describe the project or activity and its purpose in 200 words or less. What issue(s) does it address?
2. Please provide the **number** of community members do you expect will help to **plan and organize** this project.
3. Broader Community: Please list the groups, organizations, businesses, and governmental entities that are **partners** with you in this effort. Do you already have their support?
4. Please provide the **number** of people do you expect to **participate** (if relevant). **How many** (number) will be **new** participants?
5. Provide a brief **timeline listing dates & activities or meetings**. When will you start? When will you finish? How many times will you meet?
6. Describe the expected results/impact on the neighborhood and/or participants.
7. What might be the next steps **after** this project is complete?

GRANT PROPOSAL BUDGET

Project Name:	Grant Amount Requested:
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Budget: Please use this template to provide a proposal budget.
The budget has two parts:

Part I - GRANT EXPENSES:

List all the expenses for your activity or project below.

Remember: Grants are \$500-\$2500

Expenses you
want covered
by the Small
Grant go
here:

Expenses you
will cover
using other
funds go here:

Project Expense - Description	Total Cost	Grant Amount	Other Funds
Total Project Expenses	\$	\$	\$

Part II - MATCH CALCULATION:

Your budget needs to show a 2:1 match. So, for example, if you are requesting \$2,500, your budget needs to show at least \$5,000 in match. Please use this template to list your match.

Remember to include volunteer time, and any in-kind donation of goods, services, or professional/staff time. To calculate volunteer match, estimate the number of people and the number of hours volunteers will spend working on the activity or project. List under Volunteer Match. Each volunteer hour is valued at **\$24.69**. If a professional donates their time, use the actual value of that time (e.g. a photographer generally charges \$200 per hour but agreed to give 3 hours to your project, so you would list \$600 under In-Kind Donation).

Number of Volunteers	Hours	Value	Hours X Value = Volunteer Match
		24.69	
In-Kind Donation – Description	Units	Value	Units X Value = In-Kind Match
Total Match			\$