



Neighbor Up Action Grants

Fueling People Power

Special thanks to our funders and partners!



NEIGHBORHOOD
CONNECTIONS



NEIGHBOR UP ACTION GRANT APPLICATION

Please complete the application by typing or writing your responses clearly.

TELL US ABOUT YOU AND YOUR GROUP

Group/Organization Name:

Project Name:

Contact Person (from your group/organization):

Contact Home Address (include apt #):

Contact City, State, and Zip Code:

Contact Phone Number:

Contact E-mail Address:

Group/Organization Website (if applicable):

Exact (or nearest) address where project will occur:

Amount you are requesting (\$500-\$5,000):

Neighbor Up Action Grants are neighborhood specific (meaning they need to be focused in one neighborhood or part of a neighborhood). Please check the neighborhood/city where your project will be implemented. (CIRCLE ONLY ONE)

Bellaire Puritas	Glenville	St. Clair Superior
Brooklyn Centre	Hough	Shaker Square
Buckeye	Kamm's Corners	Slavic Village
Central	Lee Harvard	South Collinwood
Clark Fulton	Little Italy	Stockyards
Cudell	Midtown	Tremont
Detroit Shoreway	Mt. Pleasant	Union Miles
Downtown/Campus District	North Collinwood	University Circle
East Cleveland (city of)	Ohio City	West Park
Fairfax	Old Brooklyn	

KEY LEADERS

Who are the key leaders of this project and how are they connected to the neighborhood where the project will be done? These are the main people who will plan and carry out the project. **Volunteers who only occasionally work on the project or people who will only attend the event should not be listed.** The group must have no less than three unrelated leaders who are responsible for this project. If you have more than three, please use a separate sheet. List the leaders below, their contact information and how they are connected to and/or invested in the neighborhood (ie. lives in the neighborhood, attends church here, owns a business, etc.)

KEY LEADER 1

Name: _____

Home Address: _____

City, State and Zip Code: _____

Phone: _____ Email: _____

Describe their connection to the Neighborhood:

KEY LEADER 2

Name: _____

Home Address: _____

City, State and Zip Code: _____

Phone: _____ Email: _____

Describe their connection to the Neighborhood:

KEY LEADER 3

Name: _____

Home Address: _____

City, State and Zip Code: _____

Phone: _____ Email: _____

Describe their connection to the Neighborhood:

GROUP/ORGANIZATION INFORMATION

Please check the category that best describes your group/organization. (CHECK ONLY ONE)

Arts and culture group

Neighborhood Association

Block group or residents' council

Safety group

Community-based organization

School-affiliated

Faith-based group

Youth organization

Merchants' or business association

Other _____

Does the applying group have a 501(c)3 designation?

Yes

No

Date the applying group/organization was established: _____.

Who is in your group? Why did you come together? Share some of your past accomplishments.

**DESCRIBE YOUR PROJECT: What issue does your project address?
(Indicate the one that best describes your project.)**

Arts & Culture

Climate Action & Sustainability

Communications

Education

Health Equity

Land Reuse

Race, Equity, Inclusion

Wealth Building

Other (please specific): _____

OVERVIEW: Describe the project your group wants to do. Please describe goal(s) of the project.

GROUP/ORGANIZATION INFORMATION

RESIDENT LEADERSHIP/OWNERSHIP:

Describe how the residents of the neighborhood are involved in this project.

COMMUNITY BUILDING:

Describe how this project creates new and stronger relationships that build trust and understanding, especially across lines of difference (race, age, homeowners/renters, etc.)

POWER BUILDING:

How does this project build power in your neighborhood? (meaning how does the project increase the strength and capacity of individuals, groups/organizations, and/or the community as a whole to make further change in your neighborhood?)

GROUP/ORGANIZATION INFORMATION

FUNDING:

What will funding from this Neighbor Up Action Grant be used for? Please be specific.

If you are applying for a project to address Climate Action & Sustainability, please answer the following two questions. If not, please move on to the next section (Identifying, Connecting, and Mobilizing Neighborhood Assets):

How does your project reduce local emissions or make neighborhoods more resilient to the impacts of climate change in Northeast Ohio?

How does your project's goal(s) align with the "Triple Bottom Line" sustainability model of people, planet, and profit (or equity, environment, and economy)? See Page 11 for more information.

Identifying, Connecting, and Mobilizing Neighborhood Assets

Great projects identify assets, connect with the assets, and then mobilize the assets on common interests of the neighborhood. These assets - or resources - are abundant, universally available (every community has them), and are essential to getting things done. Assets include **residents**, other **community groups** (associations, block clubs, merchants groups, gardening groups, network groups, etc. - where people aren't paid to be there), **institutions** (established non-profits, public institutions, private institutions), **local places** (rooms, alleys, streets, buildings, land, community garden, tree canopies, front porches), **local exchange** (exchange of gifts, swapping, bartering, currencies, purchasing), and **neighborhood culture** (stories through music, dance, storytelling). **Name and describe how you will utilize these assets in your project. See page 9 in the instruction section for more info on this section.**

Asset Type	Name(s)	How is this asset helping with your project?
Residents		
Community Groups		
Institutions		
Local Places		
Local Exchange		
Neighborhood Culture		

PROJECT TIMELINE

Please list all of the major steps to make your project happen. What will you do first? What will you do second, third, etc.? Remember we do not fund completed projects. Timelines should match the project year.

Activity/Task List	Start/End Dates
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

IMPACT

About how many people will be directly involved in making your project happen?

About how many people in your neighborhood do you expect this project to benefit?

IMAGINING THE FUTURE: Imagine one year from the end of this project. Your project has been a success! What changed in your community as a result of this project? What will be different in your neighborhood?

BEFORE PREPARING FOR YOUR BUDGET

If you are planning to pay anyone, purchase equipment, or rent space, please complete the following worksheet. If you cannot check the boxes that match the type of payment you are considering, do not include it in your budget.

1. Are you paying a professional?

We are hiring a professional, such as an artist, musician, landscape designer, caterer, trained teacher, etc. whose skills are necessary for us to complete our project successfully.

The services of this professional are not available in our neighborhood through volunteer assistance. (Please remember that your request for professional assistance must be less than 50% of your overall grant request.)

If you checked both of these lines, you can include in your budget.

2. Are you paying a resident who is not a professional a stipend?

We have a leadership team of residents (3 or more people) who will decide who gets hired and paid.

Our leadership group will advertise the job to two or more residents who are not part of the group and not related to members of the group.

Those interested in the job will tell us in writing why they are qualified for the position.

The leadership group will review the applications and determine who will get the stipends.

The leadership group will get an invoice or bill from the person getting paid, will review the invoice, and will make sure the work is properly done before paying the person.

If you checked all of these lines, you can include in your budget.

3. Are you purchasing equipment that will last awhile?

If you are planning to buy anything with your grant dollars that will still be useful after the project is over, such as tools, electronic devices, sports or outdoor equipment, etc., please complete the following checklist:

This equipment is necessary for us to do our project.

This equipment cannot be found through a loan or donation.

At the end of our project, equipment will be available for use by people in the neighborhood who need it for other community projects.

If you checked all of these lines, you can include in your budget.

“...trusting the people is the indispensable precondition for revolutionary change.”

Paulo Freire

BUDGET INSTRUCTIONS

Please enter your estimated project budget in the table below. Try to organize your expenses by the categories under the “EXPENSE ITEM” column. In the column called “NUP GRANT”, enter the dollar amount that you are requesting for each item **from Neighbor Up**. In “EXPLANATION OF EXPENSE ITEM”, explain what item is used for in project. In the column called “MATCH”, enter the estimated dollar amount you will get through another source, like a donation or volunteer labor. *For example, if you have 10 volunteers working 5 hours each on this project, your total volunteer labor would equal 10 X 5 X \$12 = \$600. You would enter in the “MATCH” column next to “Help”.*

In the column called “TOTAL”, please enter the total cost for each item. Then total all columns and enter the amounts at the bottom of the table. The figure in the “TOTAL” box for the column titled “NUP GRANT” should be the amount you are requesting for this grant.

THE BUDGET

EXPENSE ITEM	NUP GRANT (\$ Amount)	EXPLANATION OF EXPENSE	MATCH (\$ Amount)	EXPLANATION OF MATCH	TOTAL
1. FOOD					
2. SUPPLIES (items that will be consumed)					
3. PRINTING (flyers, invitations, postcards)					
4. EQUIPMENT* (equipment lasts longer than project.)					
5. FEES/PERMITS (city, county, etc.)					
6. SPACE (cost of space)					
7. HELP* (professional help, paying resident, volunteers)			Volunteers		
8. OTHER					
TOTAL					

FISCAL SPONSOR INFORMATION

Organization Name

Contact Person

Address

City, State, and Zip

Phone Number

Email Address

HOW DID YOU HEAR ABOUT NEIGHBOR UP ACTION GRANTS?

Word of mouth

Neighborhood meeting/event

Neighborhood group or organization (name: _____)

Email

Postcard

Website (name: _____)

Blog (name: _____)

Newspaper/Magazine (name: _____)

Radio/TV

Other (explain: _____)

PROPOSAL CHECKLIST

Grant application proposal is completely filled out

The original and 4 copies of your proposal (preferably two-sided copies and stapled)

All necessary letters of support from cooperating organizations are included with each copy of your proposal

Before Preparing Your Budget page is completed (if necessary)

Budget page is completely filled out

501(C)3 determination letter is included if group does have 501(C)3 status.

If using a fiscal sponsor a copy of the fiscal sponsor's determination letter is included along with a letter on the fiscal sponsor's letterhead agreeing to assume that role

Price quotations for contract services, equipment, and supplies are attached to each proposal

PLEASE RETURN GRANT PROPOSAL TO:

Neighborhood Connections
5000 Euclid Avenue, Suite 310
Cleveland, OH 44103
216.361.0042