

## 2018-2019 COMMUNITY NETWORKING GRANT PROPOSAL

### Goals of the Community Networking Grant Program

- 1) To support community-driven projects that enhance and strengthen neighborhoods in Pottawattamie County, Iowa,
- 2) To create neighborhoods and communities that are safe and supportive,
- 3) To connect residents and expand relationships that support one another,
- 4) To help build lasting relationships between adults, youth, and children,
- 5) To support resident leaders, including youth, within neighborhoods.

### Guidelines

- 1) The Community Networking Initiative awards grants up to \$1,000 to neighborhood-based groups (*formal and informal*), grass-roots community groups, community based organizations, and ad hoc groups that address the goals mentioned above.
- 2) Grants funds are made on a reimbursement process. Promise Partners reimburses for work performed and costs incurred by the approved grantee up to the total amount specified in the grant.
- 3) Neighborhood Associations, Homeowners Associations, and other groups that have a 501(c)(3) status are not required to name a different fiscal sponsor; those grantees that do not have a 501(c)(3) status are required name a fiscal sponsor.
- 4) Grant awards will be made for December 1, 2018 – May 31, 2019. Additional grant funding for other projects may become available later for December 2019 - May 2020.
- 5) Grants are limited to projects in Pottawattamie County, Iowa. This includes the city of Council Bluffs.
- 6) Projects can include one-time events such as cultural fairs or block parties, as well as longer term projects such as ongoing family resource nights or support groups.

### Responsibilities upon Receiving a Grant

- 1) If a grant is awarded, you will be responsible for signing a contract outlining your plans and agreeing to reporting requirements. This will be made available at a Signing and Awards Ceremony on November 28, 2018.
- 2) Maintain a record or count of people who participate in your project—including those served and those who volunteered their time. Conduct a brief survey with participants.
- 3) Submit a grant report at the end of your project. This includes 3 parts:
  1. A 1-page narrative which describes the outcomes of your project or event. This can include a “great story”, quotes, and how other neighbors and residents were involved in the project.

**Deadline for applying is Tuesday, November 6, 2018 by 11:59 pm.**

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2. Outcome measures telling: the number of people served through projects (youth and adults), number of volunteers who gave their time (youth and adults), and percent of participants that can identify at least one new person, program, or service that they might connect with or get support from in the future (as measured through a survey).
3. Submission of any and all receipts or supporting documentation for purchases made through this grant. (Reimbursement is not guaranteed without receipts or documentation.)

## How to Apply for a Grant and Due Dates

To apply for a grant, please complete the enclosed proposal that outlines your plans to increase youth engagement, community involvement, and build connections that make our neighborhoods more safe and supportive for children and families.

Send applications by November 6, 2018 to Promise Partners, Attention: Community Networking Grants, 3501 Harry Langdon Boulevard, Suite 160 Box 7, Council Bluffs, Iowa 51503. A copy can alternatively be emailed to [JRayment@promisepartners.org](mailto:JRayment@promisepartners.org).

Include the following in your proposal:

- 1) Cover sheet,
- 2) No more than three (3) pages of typed responses to the questions enclosed in the application. No smaller than 12 point font.
- 3) Planning and Activity Time Table,
- 4) Detailed Budget.

You may submit an application for grant funding up to \$1,000 any time between now and November 6, 2018. Review and consideration for funding will be conducted by the Pottawattamie Youth Council on November 18, 2018. Please allow for time for notification of approval or denial of grant funding by November 21. Please plan your projects or events accordingly. *We will not fund or reimburse projects or supplies that are purchased before your grant is awarded and you have signed an agreement.*

If you are utilizing a fiscal sponsor (an organization that sponsors the project by paying expenses on behalf of the applicant) you must have that organization review and sign this application.

If you have questions or concerns regarding this application, please contact Jessica Rayment at Promise Partners at (712) 256-9920 or email [JRayment@promisepartners.org](mailto:JRayment@promisepartners.org).

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COVER SHEET

Project name: \_\_\_\_\_  
Name of group sponsoring project: \_\_\_\_\_  
Group's mission statement: \_\_\_\_\_  
Project summary (1-2 sentences): \_\_\_\_\_  
\_\_\_\_\_  
Has your group ever received a Community Networking Grant from Promise Partners?  Yes  No  
Is this a new project?  Yes  No

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Website Address (if available): \_\_\_\_\_  
Contact and Phone Number to Reach with Questions 11/18/2018: \_\_\_\_\_

Neighborhood Partners- Are you working with any other groups, organizations, or institutions on this project?  
 No  Yes, please list \_\_\_\_\_  
Primary age(s) of those served by the project: \_\_\_\_\_  
Estimated number of people served by project(s): \_\_\_\_\_  
Estimated number of people volunteering with project(s) \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_ Total Project Budget: \_\_\_\_\_  
Does your group hold a 501(c)(3) status?  No  Yes, please identify Federal Tax ID number \_\_\_\_\_  
Is a different organization acting as your fiscal agent?  No  Yes, please list \_\_\_\_\_  
*Organization that sponsors the project by receiving funds, and paying expenses, on behalf of the applicant*  
Signature of fiscal agent: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

- Check only those that apply to your project:
- This project is being led (in part or in full) by a neighborhood-based group or residents in a community.
  - This project is being led (in part or in full) by children and/or youth in the neighborhood.
  - This project is being led by a nonprofit organization to improve the well-being of residents.
  - Youth are essential and integral in the planning of this project—taking place before an event.
  - Youth are helping in the implementation of this project—volunteering to be part during an event / project.
  - We have space available that we will allow PYC to hold one monthly meeting.

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Please answer the following questions to the best of your ability in no more than three (3) pages. Submit grant applications by Tuesday, November 6, 2018 (11:59 pm) to Promise Partners or email to JRayment@promisepartners.org. Do not fax applications. Late applications will not be accepted.

**Promise Partners  
Community Networking Grants  
3501 Harry Langdon Boulevard, Suite 160 Box 7  
Council Bluffs, Iowa 51503**

### **WHAT** (20 points awarded)

1. Describe your Community Networking project; what is the purpose of the project?
2. How will this project foster relationships and support systems for children, youth, and adults in the community?
3. How will this project build engagement and widen connections for families?
4. How will it help to prevent child abuse and neglect?
5. Has your organization done a similar project in the past? If so, what were the results? What "lessons" were learned?

### **WHERE** (10 Points Awarded)

1. Describe the geographic area covered and current activities taking place.
2. Does this project happen in the immediate area or neighborhood of those served?

### **WHO** (30 Points Awarded)

1. In what ways are the community and neighborhood involved in this project? What is your target audience or participants?
2. Who are some of the individuals or agencies involved in your plan? Who will carry out the steps needed to make your project a success?
3. How are youth taking leadership in the planning *and* implementing of the project?
4. **How will you measure and report:**
  - a) **How many people are served through the funded portion of this project *and* how many of those served are youth (ages 0-18)?**
  - b) **How many volunteers are serving for this project *and* how many of those volunteers are youth (ages 0-18)?**

### **WHY** (20 Points Awarded)

1. Describe why you chose this neighborhood project.
2. What do you hope to accomplish with this project; how will you be sure you reached these goals?
3. Describe the outcomes and how they will be measured and reported.
4. As part of the final report for your project, you will be required to include data and outcome measures. **How will you survey, measure and report: Percent of participants that can identify at least one new person, program, or service that they might connect with or get support from in the future?**

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### WHEN (10 Points Awarded)

1. Complete attached timetable for your efforts to the best of your ability.

#### Important Dates

November 6, 2018:	Grant applications due to Promise Partners
November 18, 2018:	PYC reviews grant applications
November 28, 2018:	Signing & awards ceremony for approved projects
December 1, 2018:	Approved project start date. First day money can be spent
May 31, 2019:	Project end date. Final day that all money can be spent
June 12, 2019:	Final reports due to Promise Partners

### HOW MUCH (10 Points Awarded)

1. How much grant funding are you requesting? (*Maximum of \$1,000*)
2. How will monies be expended?
3. Are you applying for, or do you already expect to receive, additional funding for this project?
4. Complete attached line-item budget to the best of your ability.
  - *Funds that will **not** be considered include: purchasing or renovation of property or furniture, maintenance or repair work, salaries, research projects, political campaigns, religious education, religious curriculum and/or overhead/administrative costs such as electricity, office space rental, or insurance.*
  - *Promise Partners & the Pottawattamie Youth Council reserve the right to fund projects in full or part after a review is conducted.*
  - *Funds will be distributed through one reimbursement after grantees have satisfied the necessary reporting requirements, unless arranged otherwise with Promise Partners.*
  - *We cannot distribute funds to any individual; therefore a **fiscal agent** must be named (civic group, church, city, etc.)*

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**DETAILED BUDGET**

**-Expenses *can* include things such as supplies, equipment, building rental, etc.**

**-Funds that *will not* be considered include: purchasing or renovation of property or furniture, maintenance or repair work, salaries, training costs, indirect/administrative costs, research projects, political campaigns, religious education and/or application fees.**

<b>Expense Item</b>	<b>Money spent on item(s) from this grant</b>	<b>Explanation of Expense Item</b>	<b>Money spent on item(s) from other sources</b>	<b>Total</b>
<b>Food</b>				
<b>Materials (supplies for the project)</b>				
<b>Printing (flyers, invitations, etc.)</b>				
<b>Fees / permits, meeting space</b>				
<b>Hired help</b>				
<b>Equipment</b>				
<b>Other</b>				
<b>TOTAL</b>				

**Total amount requested (up to \$1,000):** \_\_\_\_\_ *This number should match the total in the column labeled "Money spent on item(s) from this grant"*

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