# Building Stronger

# Neighborhoods

**2020**

**Grant Guidelines**

The Building Stronger Neighborhoods program, through neighborhood development and grantmaking, supports Greensboro neighborhoods as they mobilize assets to enhance community quality of life. BSN is supported by the Building Stronger Neighborhoods Coalition: Cemala Foundation, Community Foundation of Greater Greensboro, Cone Health Foundation, Greensboro Neighborhood Congress, and Greensboro Public Library.

### Who is eligible?

* A neighborhood group recognized as a representative organization of the neighborhood and with broad resident support within the neighborhood;
* A neighborhood group working in conjunction with an established nonprofit organization(s); and
* Generally, a group with limited financial resources.

What types of projects are eligible?

* **Leadership development** projects to empower residents to make changes in their neighborhoods, and to assist in building infrastructure of neighborhood groups, including project management; training; and leadership development programs; financial planning and fundraising workshops; talent and personal development workshops.
* **Community-building activities within and between neighborhoods** that strengthen or expand personal connectivity by involving a broad representation of residents: i.e., Inter-neighborhood impact workshops; neighborhood organization development; neighborhood sharing workshops (project success stories; fundraising tips, crime prevention techniques, etc.); inter-neighborhood summits.
* **Technical competency projects** such as computer literacy; website; database; newsletter design; media communications training; and training on use of free and low-cost technology; partnerships with schools and colleges in assessing educational needs of neighborhoods.
* **Wellness, health, and green projects** such as community gardens; sustainability education programs; green education and programs; soft walking trails; health fairs; walking or exercise programs; programs to improve community access to care; as well as informational programs on nutrition and other targeted health issues; and health education and wellness programs.
* **Youth, children and family** projects including athletic, cultural, community service, tutoring and mentoring programs.

### What types of awards are available?

Grants range from $300 – $3,000. Generally, neighborhood groups can receive up to two grants in a one-year period. However, the total amount awarded to a single group may not exceed $5,000 within a 12-month period. Please note that submitting an application is not a guarantee of funding.

Special guidance for community garden and National Night Out requests:

* Up to $2,000 can be requested for the initial startup of a community garden. BSN does not typically provide ongoing funding to sustain gardens.
* Up to $500 can be requested to support a neighborhood’s National Night Out activities.

### Where do I get an application?

The *Building Stronger Neighborhoods (BSN) Guidelines and Application* are available on the websites of the Greensboro Neighborhood Congress [www.gnc-nc.org](http://www.gnc-nc.org/), the Community Foundation (CFGG) [www.cfgg.org](http://www.cfgg.org/), and by email from the BSN Neighborhood Consultant at [bsngrants@gmail.com](mailto:bsngrants@gmail.com). The Guidelines and Application are also available via mail from the BSN Neighborhood Consultant (336.355.8650) and at the CFGG office at 330 S. Greene Street.

### How does the grant process work?

Neighborhood groups interested in applying should have a representative attend one of the Grantseeker Workshops held at the Glenwood Public Library prior to each application due date. Attendance at one of these workshops is required for first-time applicants prior to submission of an application. The group should then fill out the application form and submit it to the address listed by 5:00 p.m. on the due date. (See the next page for workshop and application due dates.)

Once a grant is awarded, a partnership begins between BSN and the neighborhood group. Before a check is issued, grantees must sign the Grant Agreement Form that outlines expectations including: approved use of grant funds; reporting requirements (results of the project and accounting of funds used); and publicity guidelines. Copies of these items are available from the BSN Neighborhood Consultant at [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com) or 336.355.8650.

Grantees are also required to complete a Grant Report Form at the end of the project for which they received funding with project receipts. This form is due as soon as all grant funds have been expended but no later than 12 months after the grant is awarded. Subsequent proposals cannot be considered unless appropriate reporting forms have been completed for previously funded projects. Please contact the BSN Neighborhood Consultant to determine your eligibility status for funding before completing another application form. In special circumstances, grantees may request an extension of the deadline for using grants funds or a modification of how these funds are used. Contact the BSN Neighborhood Consultant for a copy of the appropriate form.

### Are there any restrictions on how grant funds may be used?

Grant funds may not be used to pay salaries for functions that have normally been or are done by volunteers. Grant funds are not intended to support operating budgets of nonprofit agencies working in neighborhoods; however, neighborhood groups may use these funds to contract services from these organizations as well as other professional consultants.

### What kind of help is available for grants?

Please direct questions on BSN grants to Sadie Blue, BSN Neighborhood Consultant at [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com) or at 336.355.8650.

Workshops on the BSN grant application are held approximately three weeks before each application deadline. The workshops are free, but pre-registration is requested. To register, contact Sadie Blue at [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com) or 336.355.8650.

### How do I contact the BSN grant administrative office?

The administrative office for the Building Stronger Neighborhoods grant program is located at the Community Foundation of Greater Greensboro:

Sadie Blue, BSN Neighborhood Consultant – [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com) | 336.355.8650

Kevin Lundy, CFGG BSN Liaison – [klundy@cfgg.org](mailto:klundy@cfgg.org) | 336.379.9100

330 South Greene Street, Suite 100 (“Foundation Place”)

Greensboro, NC 27401

### What is the schedule for BSN grants?

Below is the 2019 schedule for BSN. Workshop Date is the date that a workshop on applying for a BSN grant will be held; Due Date is the date the application is due; Notification Date is the date applicants will be notified whether or not a grant has been awarded (Notification Date is not the date the grant funds are actually received).

|  |  |  |  |
| --- | --- | --- | --- |
| **Cycle** | **Workshop Date** Workshops are held at Glenwood Library (1901 W. Florida St.) | **Application Due Date** *Must be received at the Community Foundation* | **Notification Date** |
| A | January 28th, 2020 |6:30pm | February 14th, 2020 | April 3rd, 2020 |
| B | April 14th, 2020 | 6:30pm | May 8th, 2019 | July 1st, 2020 |
| C | August 18th, 2020 | 6:30pm | September 11th, 2020 | October 9th, 2020 |

Revised December 2019

\*\*\*Note: National Night Out 2020 is August 4th

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**2020**

**Grant Application**

**Directions**

1. Complete the following four-section (A-D) application. You may also request this document in electronic format by e-mailing BSN Neighborhood Consultant Sadie Blue at [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com)*,* accessing it on the Greensboro Neighborhood Congress websiteat[www.gnc-nc.org](http://www.gnc-nc.org/), or on the Community Foundation of Greater Greensboro website at [www.cfgg.org](http://www.cfgg.org/).
2. Remember to attach a neighborhood map, as requested in #2 of Neighborhood Information section.
3. Mail the completed application to the Building Stronger Neighborhoods administrative office:

Building Stronger Neighborhoods

c/o Community Foundation of Greater Greensboro

330 S. Greene St., Suite 100

Greensboro, NC 27401;

or you may hand-deliver to the Community Foundation office at 330 South Greene Street in downtown Greensboro.

1. Applications must be **received** by 5:00 p.m. on the deadline date listed in the BSN *Grant Guidelines*. Do not fax or e-mail this document or any supplementary information.
2. If you have any questions about your application, please contact Sadie Blue at 336.355.8650 or [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com).

**A. Neighborhood Information**

1. Contact Information:

Neighborhood Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader/Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Attach** a neighborhood map: on a separate page, please draw a very simple map of your neighborhood, or you may use a city map, enlarging and photocopying the relevant streets. Identify the major cross streets that outline the neighborhood, known landmarks such as parks, restaurants, businesses, or any other sites that surround your neighborhood. Please outline very clearly the boundaries of your neighborhood and make sure that street names are legible on your map.

**\*\*\***

1. Approximately how many households are in your neighborhood? How many households are active in your neighborhood group?
2. Please describe your neighborhood.
3. How long has your neighborhood group been active? \_\_\_\_\_\_ years \_\_\_\_\_\_ months
4. Describe the leadership in your neighborhood. Does the group have officers? □ Yes □ No If yes, please list each person, the office they hold, and for how long:
5. When and how often do you have meetings (include day(s), time(s), and place)? What is the average attendance at these meetings? What issues are generally discussed at your meetings?
6. Please describe what makes your neighborhood special or tell something about the neighborhood for which the residents are particularly proud.

1. What are some of the opportunities and challenges within your neighborhood?
2. Although IRS 501(c )(3 ) status is ***NOT*** required for a BSN grant, please tell us for our records whether your group is registered with the IRS as a 501(c)(3) organization? □ Yes □ No
3. Is your neighborhood a member of the Greensboro Neighborhood Congress? □ Yes □ No

If not, would you like to receive information on this group? □ Yes □ No

**B. Project Information**

1. Please briefly summarize the project for which you are requesting funding.
2. Building Stronger Neighborhoods has six priority focus areas (described above and listed below). Please check the box next to the focus area(s) that best correspond(s) with the project(s) for which you are requesting funding.

* Leadership development
* Community-building activities within and between neighborhoods
* Technical Competency projects
* Wellness, health, and green projects
* Increase walkability of neighborhoods
* Youth, children and family

1. Please describe what your neighborhood hopes to accomplish with this project?
2. What steps will you take to complete this project? List project tasks and persons responsible for each:
3. Describe how the group will engage other residents in the project activities.

**C. Financial Information**

1. Total Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Does the group currently have a bank account? □ Yes □ No

If so, who manages the account? Who can authorize spending?

If not, will you need help establishing a bank account?

1. What is the total annual budget for your group? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Has the group received funding from other sources in the past? □ Yes □ No

If yes, please list the source, the date received, and the amount received:

1. If this grant is awarded, explain how the group plans to communicate with the neighborhood group about expenditures for the project.
2. Please provide a budget for your project (see next page for template). Please list **each** item that will be purchased with grant money and price on the lines below. Please feel free to attach an additional sheet if needed for more space.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Proposed Project Budget | | | | | | | | |
| A. Project Expenses | | |  | B. Amount Requested from BSN |  | C. Amount Available from Other Sources |  | Total of  Columns  B. + C. |
| Item |  |  |  |  |  |
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| Total: |  |  |  | $ |  | $ |  | $ |

**D. Required Signatures**

We certify that the attached proposal has been discussed and approved by the decision-making body of the applying group and that all information contained in this application is accurate. Should we receive funding, we agree to comply with all reporting and monitoring requirements of Community Foundation of Greater Greensboro on behalf of Building Stronger Neighborhoods.

|  |  |  |
| --- | --- | --- |
| Neighborhood Group Representatives: |  |  |
| Signature |  | Date |
| Printed Name |  | Title |
| Address |  | Phone |
|  |  | Email |
|  |  |  |
| Signature |  | Date |
| Printed Name |  | Title |
| Address |  | Phone |
|  |  | Email |

Revised 01/2018

**Building Stronger Neighborhoods is a neighborhood development and grantmaking program supported by**

**the Building Stronger Neighborhoods Coalition**

# Building Stronger

# Neighborhoods

**Grant Report Form**

###### Directions

At the end of the project or activity for which your group received funds, please fill out the following 4-page form and return it along with all project receipts to the Building Stronger Neighborhoods administrative office:

Building Stronger Neighborhoods

c/o Community Foundation of Greater Greensboro

330 S Greene St., Suite 100

Greensboro, NC 27401

**Also, please include copies of all receipts relevant to your project.**

Or, you may hand-deliver to the Community Foundation office at 330 South Greene Street.

The “Activity Report” section asks for information on how your project or activity went. The “Financial Report” section asks for details about how all grant funds were spent.

If you have any questions about this form, please contact the BSN Neighborhood Consultant at [BSNGrants@gmail.com](mailto:BSNGrants@gmail.com) or 336.355.8650.

###### **Project Report**

1. Contact Information:

Neighborhood Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Leader/Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail (if available) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Grant Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Brief description of the project or activities supported by the grant:

4. Number of residents who participated in the project or activities: \_\_\_\_\_\_\_\_\_\_

5. List the goals you planned in the application, and whether or not these goals were accomplished:

6. List changes in your neighborhood that are the direct result of the project or activities completed:

7. What, if any, challenges or obstacles did your neighborhood group experience in completing the tasks of the project or activity?

8. What are the next steps in your neighborhood group?

###### 9. Financial Report (Please include copies of receipts)

# Starting Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_.00

|  |  |  |
| --- | --- | --- |
| Expense or Item Purchased | Amount Budgeted from Proposal | Amount Spent |
|  | $ | $ |
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| TOTALS |  |  |

# Ending Balance (if any): $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*

\*Any remaining funds should be returned to the Community Foundation of Greater Greensboro to be reinvested in the Building Stronger Neighborhoods program.

|  |  |  |
| --- | --- | --- |
| In Kind/Other Contributions | Amount Budgeted from Proposal | Amount Spent |
|  | $ | $ |
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| TOTALS |  |  |

\* Please feel free to attach additional sheets if space is needed.

1. Neighborhood representative signatures are required:

|  |  |  |
| --- | --- | --- |
| Signature |  | Date |
| Printed Name |  | Title |
| Address/Phone |  |  |
|  |  |  |
|  |  |  |
| Signature |  | Date |
| Printed Name |  | Title |
| Address/Phone |  |  |
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