



MINI- GRANT APPLICATION

HOW DOES THIS ALL WORK?

- **Why Mini-Grants?**
 - Westwood Works knows that in a neighborhood 30,000 strong we have lots of neighbors with great ideas to make Westwood the best neighborhood to live, learn, work and play. Our neighbors have the ideas and only need a little bit of money to make their idea come to life.
- **What is this and what will Westwood Works fund?**
 - This is really a mini-grant! Grant requests should be a minimum of \$100 and a maximum of \$1,000.
 - Mini grants should fall within one or more of the Focus Areas specified by this packet and must focus on the Westwood neighborhood of Cincinnati. If there are questions about whether your project site is within the established boundaries of Westwood, please contact Leslie Rich, at: leslie@westwoodworks.org.
 - - ✦ Focus Areas:
 - ✦ **Connection of People**- brings people together in new and meaningful ways.
 - ✦ **Connection of Place**- brings attention or new life to a physical location in Westwood
 - ✦ **Connection of Purpose**- addresses an issue or concern in Westwood
- **Who can apply?**
 - Anyone who lives, works, worships or goes to school in Westwood can apply. Are you under 18? We still need you, and we also need the permission of your parent or guardian.
 - Employees and Members of the Westwood Works board of directors **are not eligible** to apply for a mini-grant.
- **What can the funds cover?**
 - You can apply for funds to start a new program, or the expansion of an existing program.
 - Mini-grant funds **cannot** be used for capital expenditures such as building, plans, construction, or renovation.
- **How do I apply?**
 - Fill out the application attached to this packet or access the online form on our website: www.westwoodworks.org. The web application will go live on July 15, 2019.
 - Did you fill out a hard copy of the application? We have lots of drop off spots:
 - ✦ Mail it to us: Westwood Works, P.O. Box 11301 Cincinnati, OH 45211
 - ✦ Drop it off at any of these locations beginning July 20, 2019
 - ✦ Gamble Nippert YMCA- intersection of Montana and Cheviot
 - ✦ Muse Café- intersection of Harrison and Montana Ave
 - ✦ Westwood Library- intersection of Epworth and Montana Ave



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- **What happens after I apply?**
 - Mini-Grant finalists will be asked to prepare 5-10 minute presentations delivered to the review committee from October 15-October 30, 2018.
 - Everyone will hear about their grant status by November 15th and checks will be awarded at *Westwood's Deck the Hall* celebration.
- **Other Logistics to keep in mind:**
 - Grantees have between December 2019 and September 2020 to implement their mini grant.
 - We want to see the awesome things you're bringing to life in Westwood! You will also need to coordinate a site-visit during the implementation of the funded project.
 - **Everyone** awarded mini-grants will be required to submit an end of the year report on program outcomes that includes photos and/or video (one year after funding is awarded).

Who is reviewing these grants? Do they even know anything about Westwood?

Grant application reviewers will include the board of directors of Westwood Works, community members, volunteers, parents, and teachers from the Westwood neighborhood. Each reviewing participant has an understanding of community needs and will take into account the unique assets of Westwood in order to evaluate all applications.

What makes a good grant application? What are we looking for?

Each proposal will be reviewed to ensure the application meets the minimum requirements. Incomplete applications or those that do not follow instructions will not be accepted. There is no guarantee that submission of a proposal will result in funding at the requested level.

Organization/Individual's name will be blacked out of each proposal and each member will independently review and score each application using a rubric based on the RFP. The review team will meet to discuss each application, determine final scores, and make funding recommendations. Following recommendations from the review team, potential grantees will be asked to prepare 5-10 minute presentations. The recommendations, and scoring rubrics will be presented to the Board of Directors of Westwood Works for final review and approval. All applicants will be scored according to this rubric so make sure you address **all of this**:

1. **Who are you and why do you want to do this project?** - 50 points
 1. Provide a detailed overview of who you are or who your organization is and your connection to Westwood.
 2. Provide a description of how you will learn through failure and improve the quality of the project as you go. How will you know this is successful?
 3. The proposer successfully shows how they will make this initiative sustainable of their programming, including leveraging resources, and anticipating challenges and how they will overcome them.



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2. Program Information - 80 points

1. Proposer provided a clear picture of the program for which they are seeking funding including how it will benefit Westwood.
2. Proposer provided a detailed schedule for the program.
3. Proposer provided information on the population they plan to serve and how many individuals will be served.
4. Proposer provided (at least) 1 measurable goal, and the goal is realistic.
5. Proposer provided (at least) 2 thoughtful outcome goals, the goals were specific, measurable, achievable, realistic, and timely.
6. Proposer clearly described in detail why they are requesting funds and how they will be leveraged.

3. Budget/Budget Narrative - 30 points

1. You filled out the Overall Project budget correctly.
2. The proposer provided a clear picture of what they were actually requesting funds for in the specific materials categories.

June 1, 2019	Grant is available to Westwood!
July 15, 2019	Online grant application opens, Get that money!
October 1, 2019	Completed Grant Applications due (5:00pm)
October 2, 2019	Mini-grant review process begins
October 15-30, 2019	Finalists will be scheduled for presentations
November, 2019	Mini-grant awards announced
December 2019 – September 2020	Implementation

Reporting requirements. Grantee may only use the grant funds only for the purposes for which the grant was made. Grantees must submit **periodic** written reports concerning the use of grant funds, and a final written report and an accounting of how grant funds were used.

Grantees specifically acknowledges Westwood Works authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. Each individual/organization is responsible for their own taxes as related to grant funds.

Today's Date: _____

Applicant Name: _____



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Phone/Email: _____

How are you connected to Westwood? (Check one)

I live here I work here I go to school here I worship here

Name of Project: _____

Description of Project:

Project Location (Where is Westwood will this take place?):

Date(s) Project will take place: _____

Number of People this project will serve: _____

Amount of Funds Requested: _____



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Tell us about who this project will help/how this makes Westwood better?

Do you need permission to use a place, room or street? Y/N, If yes, please explain:

Need Volunteers? Let us know how many you might need or if there is a specific organization you want to work with:

What is one measurable goal for your project (how will you know you are successful?
How will you measure this? Do you need help or ideas on how to measure this?)

What are two other goals for this project?



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Additional Comments/Information:

Budget: Materials & Cost

Materials	Cost
Total	

Feel free to use additional pages if needed.

Certification & Liability Release

Westwood Works Mini Grant

I hereby certify that the information in this application is true and accurate and that I have not misrepresented or falsified any information. I certify that I am able to act on behalf of any business, group or organization that I reference in this application. I hereby release Westwood Works staff, officers, and board members, without limitation, and any person involved in receiving, distributing, and reviewing my mini grant application from any and all liability, loss, or claim related to the mini-grant program. I, the applicant, have read, understand and agree to the certification and liability release conditions outlined above.

Signature: _____



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Printed Name: _____

Date: _____

If under 18 years old:

Signature of Parent or Guardian:

Printed Name: _____

Date: _____