

# 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 \$15 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 completed by the end of Calendar Year 2019. A final report must be submitted to LISC by **December 1st, 2019**. A template will be provided.

### 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](mailto: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 activities funded by this grant **by December 31, 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 by 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](http://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

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

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

- 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?
- How many community members do you expect will help to plan and organize this activity?  
**Looking for a # - It's ok to estimate!**
- Broader Community: What groups, organizations, businesses, and governmental entities are **partners** with you in this effort? Do you already have their support?  
**WHO?** – Looking for names –please list them here
- How many people do you expect to participate (if relevant)? How many will be new participants?  
**Looking for a # - best guess**
- Provide a brief timeline. When will you start? When will you finish? How many times will you meet?  
**Looking for DATES** (even if they are estimates)
- Describe the expected results/impact on the neighborhood and/or participants.  
**What** do you think will happen because of this project?  
**Who** will benefit?
- What might be the next steps after this activity 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

<b>Project Name:</b> Should be the same as on page 1 of proposal	<b>Grant Amount Requested:</b> 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.

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 <b>approximations here</b>			
Ex: 400 paintbrushes @ \$5 each			
<b>Total Project Expenses</b>			

**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 \$15. 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 \$15.00	Hours X Value = Volunteer Match
list different event dates on sep lines			
In-Kind Donation – Description	Units	Value	Units X Value = In-Kind Match
<b>Total Match</b>			

## 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

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

**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. How many community members do you expect will help to plan and organize this activity?
3. Broader Community: What groups, organizations, businesses, and governmental entities are **partners** with you this effort? Do you already have their support?
4. How many people do you expect to participate (if relevant)? How many will be new participants?
5. Provide a brief timeline. 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 activity is complete?

## GRANT PROPOSAL BUDGET

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

Expenses you  
want covered  
by the GO  
Small Grant  
go here:

Expenses you  
will cover  
using other  
funds go here:

**Part I - GRANT EXPENSES:**

List **all** the expenses for your activity or project below.

Project Expense - Description	Total Cost	Grant Amount	Other Funds
<b>Total Project Expenses</b>	\$	\$	\$

**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 \$15. 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
		15.00	
In-Kind Donation – Description	Units	Value	Units X Value = In-Kind Match
<b>Total Match</b>			\$