



# Community Building Mini-Grants Program Application Form

www.unitedwayofgnb.org

Contact: Claudia Kirk - 508-994-9625 x 13 or email ckirk@unitedwayofgnb.org

***Please make 10 copies of your application and any included additional materials (such as newsletters, press articles, photos and brochures) and mail or hand deliver.***

Name of Organization/Group: \_\_\_\_\_ Amount Requested: \$\_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Total organization/group budget for most recent year: \$\_\_\_\_\_

**Application must be typed or legibly written on this application form only.**

1. Please circle where in the Greater New Bedford area your group or organization is located:

<b>New Bedford</b>	<b>Acushnet</b>	<b>Dartmouth</b>	<b>Fairhaven</b>	<b>Freetown</b>	<b>Mattapoisett</b>
<b>Marion</b>	<b>Rochester</b>	<b>Wareham</b>	<b>Westport</b>		

2. When was your organization/group established? \_\_\_\_\_

3. How many people are involved in this organization/group? \_\_\_\_\_

4. Who are your members (committee or group) and what are their roles?

5. Where and how often do you meet?

6. What is the purpose (mission) of the organization/group?

7. What type of activities has your organization/group been involved in?

8. Has your organization/group been recognized for accomplishing other projects? If so, include any newspaper articles or other documentation.

9. How does your group raise funds (i.e. membership dues, fundraising events, bake sales, in-kind donations)?

**10. Specifically**, what is your Community Building Mini-Grants project? Give a **brief** explanation.

11. What steps (action) are needed to make this project happen? What is the timetable to achieve these goals?

**Steps (action)**

**Timetable (schedule)**

12. Briefly describe how your project will make life better in our community? Please include an explanation of who will benefit from this project.

13. How will you involve other people, groups or organization in this project?

14. How will you know the project is successful?

15. Please select specific topics that your organization/group might like to learn about through technical assistance workshops offered by GET-UP (Grassroots Empowerment Training and Unity Project). Note: Although attending training workshops is not required for funding, learning new skills to improve leadership, management and organizational skills is highly desirable.

- Finding/Keeping New Members
- Cultivating Media Relations
- 501©3 Incorporation
- Creating Materials (Brochures, Flyers, Newsletters)
- Web Design

- Meetings for Action & Purpose
- Effective Writing
- Public Speaking
- Easy Data Base Solutions
- Community Organizing
- Fundraising/Grantwriting

Other: \_\_\_\_\_

16. How did you hear about the Community Building Mini-Grants Program?

- Newspaper
- Mailing

Radio

Word of Mouth

Other: \_\_\_\_\_

# Mini-Grants Project Budget

- Proposals will be accepted only if presented on our application form.
- Remember; please make **10 copies** of your application and any included additional materials, such as newsletters, press articles, photos and brochures.
- Please note that this budget is for the **proposed project only**, not for the entire organization.
- Under **ESTIMATED PROJECT INCOME**, indicate the estimated amount of funds you will need to raise for this project.
- Under **PROJECT EXPENSES**, your project may include some, but not all of the listed items. Fill in only those that apply and add under "Other" those items not listed. Be specific and research your costs ahead of time.
- In Kind Contributions** are an estimated cash equivalent of donated goods and services.
- Total Organization/Group budget for most recent year: \$\_\_\_\_\_.

If you have ever received Mini-Grants funding, enter the amount \$\_\_\_\_\_ and date \_\_\_\_\_.

**Estimated Project Income:**

Amount Requested from Mini-Grants Program	\$ _____
Fund-raising Events	\$ _____
Individual Contributions	\$ _____
Other (describe)	_____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Est. Project Income</b>	<b>\$ _____</b>

**Project Expenses:**

Supplies/Materials:	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Printing/Copying	_____	\$ _____
Postage	_____	\$ _____
Other (describe)	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
<b>Total Project Expenses</b>	<b>\$ _____</b>	

**In-kind Contributions:**

Please describe the expected donated goods and services and their estimated value:

_____	\$ _____
_____	\$ _____
_____	\$ _____

## Application Deadline - Friday, April 9<sup>th</sup>, 2010

Submit application to: Claudia Kirk, Program Director  
 United Way/Community Building Mini-Grants Program  
 105 William Street/3<sup>rd</sup> Floor  
 New Bedford, MA 02740

**Please do not submit this application on-line. Mail or hand deliver only.**