



Community Mini-Grants Application

BACKGROUND

In hopes of involving the greatest number of Erie community organizations in the commemoration of the Bicentennial of the War of 1812, the Perry 200 Commission has authorized a mini-grant program open to the general public and not-for-profit entities. A total of \$15,000 has been set aside to award mini-grants of \$250 to \$2500 to the community in a competitive grants program. **The funds can be used for projects that must be complete by September, 2013 when the Perry 200 Commemoration ends.**

ELIGIBILITY

Grant funds may be used for any new project inspired by the spirit of Perry 200. Projects are to be implemented in the general community, a specific neighborhood, or neighborhood organization or facility. Priority will be given to projects that are open to the public at large and/or beautify the neighborhood or community and/or show ethnic heritage, pride and/or community or neighborhood unity. All projects must be in place or completed by September 8, 2013. The committee encourages projects that can be on-going and remain in place in years to come, without additional funding from Perry 200, which will end in September.

SUBMISSION AND GRANT PROCEDURE

Completed applications must be received no later than 5:00 p.m., Wednesday, May 15, 2013. Applications may be submitted electronically to egan@jeserie.org or may be delivered to the Perry 200 at the Jefferson Educational Society, 3207 State Street, in care of Corrine Egan. Awards will be announced on Friday, June 14, 2013.

The Community Grants Committee will make final decisions on grant recipients. All grants will be evaluated “blindly”, that is, Committee will not know the name of applicant(s). Perry 200 staff will assist the Committee, but does not have a vote on the grants.

APPLICATION GUIDELINES

1. Only one application per organization will be accepted. If the project is collaborative, a lead organization should be umbrella and fiscal agent for the project. As an example, the Erie Public Library might submit a grant to be utilized by the Blasco Library and branches, the Erie Neighborhood Watch Council might submit a grant to be used by a number of individual Watch groups, the Boys or Girls Scouts Councils might submit a grant to be used by various troops, etc. In the case that this is done, the umbrella organization should submit the grant and letters or emails from the other entities involved should be included as attachments. If the project changes over the course of the grant period, changes should be documented in the Closeout Report (see below).
2. Full project budgets should be included with each application and should not exceed \$2500 from Perry 200. The grant monies may be used as match for other funds. If other funds are being used, the amount and source of such funding should be listed.
3. Neighborhood outdoor projects will be considered.
4. Each application must include the one page **GRANTS APPLICATION FORM** and the **NARRATIVE QUESTIONS** (2 page maximum) to be considered.
5. At the completion of the program and no later than September 30, 2013, a Closeout report is required. The report should
 - Show any changes to the original budget or program goals,
 - Estimated attendance or audience by demographic groups (children, adults, students, seniors, etc.),
 - Photographs of finished project.
 - All purchase receipts must be included.
 - If all funds are not used, the balance of the grant is the property of Perry 200 and should be returned to the Perry 200 with the final closeout report.
 - While not a criterion for awarding the grant, if your project will be sustained in the future, please let us know how.

Questions regarding grant proposals and applications should be directed to Alyson Amendola, Commission Member and Chair of Community Mini-Grant committee at ama36@psu.edu or (814) 898-6859 or Corrine Egan at egan@jeserie.org or (814) 459-8000.



Community Mini-Grants

GRANT APPLICATION FORM

Project Title:

Start and Completion Dates:

Applicant or Organization and contact information (email and phone):

Fiscal Agent (if different from applicant)

Project location(s):

Brief Description of the Project (2 or 3 sentences):

Collaborators /Community Partners (if applicable):

Amount Requested from Perry 200:

Total Budget and Budget Details (including other funding anticipated and from whom):

Target Audience(s)

NARRATIVE QUESTIONS:

Please answer the following questions in no more than two pages. Please number each response, type, and answer the questions in the order listed. Most importantly, please express why this project is important and what it will mean to your target audience.

1. **What are you going to do?**
 - 1.a. Describe your project including when and where it will take place, who is involved and the sequence of activities. Provide details on the goals of the project.
 - 1.b. Provide information on those who will participate in the project.
 - 1.c. Provide information on any community involvement that will take place as part of your project, including other funding streams.
 - 1.d. If project will be sustained after September, 2013, please tell us how you will obtain support. **(Note: While sustainability is encouraged, it will not be a criterion for grant awards).**

2. **How will you make it work?**
 - 2.a. Provide evidence that you and/or your partners can successfully implement and manage this project by September 8, 2013
 - 2.b. List key collaborators and partners and their qualifications to plan and implement the project. Attach letters of commitment (not included in 2 page narrative) from collaborators, community partners
 - 2.c. Provide evidence of an accurate budget for your project and how it relates to any other programs you run.
 - 2.d. Provide photos or video of project in the closeout report. **(The photos will be used for publicity for Perry 200 and may be included in Perry 200 final report.)**

3. **Why is it important?**
 - 3.a. Tell us how and why the community or target audience will benefit from this project.
 - 3.b. Tell us how the project is inspired by Perry 200
 - 3.c. Provide general information on how you will measure its success.

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