



Small Grants 2016

2016 Small Grants Request for Proposal (RFP) Guidelines

The Strengthening Communities Initiative (SCI) provides funding to support the development and implementation of collaborative and innovative community projects that address economic development, education, health, housing, transportation, and safety issues. Small Grants are awarded to nonprofit organizations for a one-time community development project, preferably to support initial work that will lead to a future Capacity Building Grant. The SCI Small Grant awards are offered annually with funding from the Learning by Giving Foundation.

(Please visit www.memphis.edu/suapp/strengthening-communities/ for more information on Small Grants)

Small Grant Award Amount: Up to \$2,500.

Application Deadline: Friday, January 29, 2016, at noon.

Eligibility Requirements

1. **Project Timeline:** Small Grant projects must be started and completed within 12 months of the grant award, which will occur approximately August 1, 2016.
2. **Project & Organization Location:** Project sites and community organizations must be located in west Tennessee; eastern Arkansas; or north Mississippi.
3. **Focus Areas:** Projects must relate to one or more of the following focus areas:
 - Economic Development
 - Education
 - Health
 - Housing
 - Transportation
 - Safety
4. **Community Organizations:** Include neighborhood organizations, voluntary associations, community development corporations, intermediary organizations, and other nonprofit organizations. Priority will be given to projects that include grassroots organizations.
 - If the nonprofit community organization is not a 501(c)(3) organization, then a 501(c)(3) organization must serve as the fiscal agent for purposes of the grant.
5. **Geographically-based Projects:** SCI supports projects that clearly identify and impact a defined geographic community; for example a neighborhood, street, housing complex, or work site. However, projects that do not have a geographic focus but instead target a group of people who share a common interest and represent a significantly underserved population will also be considered.

Evaluation

Grant proposals will be evaluated on the following criteria:

1. The capacity of the organization or fiscal agent.
2. The defined community served by the project.
3. How the money will be spent.
4. Expected project impact.
5. Connections to other organizations.
6. The long-term ability of the project to lead to a future Capacity Building Grant.

Application Components

A. Project Description: Applicants will be asked to describe/answer the following:

- The proposed project to be funded by Strengthening Communities.
- The defined community that will be impacted by the project.
- The need the project will address.
- How the project relates to one (or more) of the focus areas.
- The collaborative process used to plan for this request, including how community members were involved. How will all these parties be involved in the implementation of the project?
- The organization's ability to fulfill the project.
- Explain the sustainability of this project. (How do you plan to continue this project after the grant period?) This may include policy change, organizational change, or plans to secure additional funding.
- Your connections to other organizations.

B. Timeline: A timeline must be provided for the project, documenting that the project will be completed within 12 months of the grant award (August 1, 2016 – August 1, 2017).

Budget

Project budgets must be allocated for implementation of the project for the benefit of the community identified by the proposal. Suitable implementation expenses include, but are not limited to, equipment, supplies, or additional staffing needed to fulfill the project. A budget template is provided on the SCI website under ["Forms."](#)

Strengthening Communities grant awards will **not** fund:

- Program expansion
- Building construction or renovation
- Code enforcement
- Core operating costs or existing positions
- Endowments
- Loans
- Projects related to partisan politics or elections
- Educational Scholarships
- Individuals

Application Process

Step 1: Attend Interest Meeting

Applicants are REQUIRED to attend at least one of the Interest Meetings (listed below) prior to applying for a Strengthening Communities grant. Interest meeting offerings are as follows:

- Wednesday, September 23, 2015: 9:00 - 10:30am, in the University Center, Room 363 (Beale Room), on the University of Memphis campus (Parking validation available at meeting).
- Wednesday, October 14, 2015: 5:30 - 7:00pm, at the Community Foundation of Greater Memphis, 1900 Union Avenue, Memphis, Tennessee 38104.
- Wednesday, November 18, 2015: 3:00 - 4:30pm, in the University Center, Room 300 (River Room), on the University of Memphis campus (Parking validation available at meeting).

****Register for Interest Meetings: [Here](#)

Step 2: Application Submission

Proposals must be submitted through our online system by noon on Friday, January 29, 2016

****To apply, use the Grant Application form on the SCI website under “[Forms](#)”.

Funding decisions will be made by the Strengthening Communities Grant Review Committee. All applicants will be notified of the Committee’s funding decisions via email by Friday, April 29, 2016, and grant funds will be awarded approximately August 1, 2016.

Grant Compliance

As part of the grant contract and in order to be eligible for future grant awards, grant recipients must comply with the following requirements:

- Recipients must attend and participate in information sharing meetings held twice per year.
- Recipients must complete 12-month reports and submit all required grant reporting documents in a timely manner. Reporting guidelines will be provided to grant recipients at the initial award meeting.
- In support of our goal to showcase our collective work, teams may be occasionally asked to participate in meetings, exhibitions, panels, or other events, as needed.

Grant Review and Notification Timeline

- September 23, 2015: Interest Meeting, 9:00 - 10:30am, in the University Center, Room 363 (Beale Room), on the University of Memphis campus.
- October 14, 2015: Interest Meeting, 5:30 - 7:00pm, at the Community Foundation of Greater Memphis, 1900 Union Avenue, Memphis, Tennessee 38104.
- November 18, 2015: Interest Meeting, 3:00 - 4:30pm, in the University Center, Room 300 (River Room), on the University of Memphis campus.
- January 29, 2016: Online application submission deadline at noon.
- By April 30, 2016: Grant award notification by email.
- August 1, 2016: Approximate date of grant award.
- September 2016: Grant Recipient Meeting (at the Univ. of Memphis).
- March 2017: Grant Recipient Meeting (at the Univ. of Memphis).
- March 2017: Site Visit
- August 1, 2017: Project completion deadline.
- August 31, 2017: Final reports due by noon.

Contact

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