

## 2021 MICRO GRANT APPLICATION

Micro grants are up to **\$7500**

**Applications are due by 3rd Friday of March, June, September 2021.**

**Introduction:** People First empowered by Urban Strategies, Inc. (USI) is a human capital development program designed to improve conditions of well-being for families directly impacted by the comprehensive redevelopment of the St. Paul's Area of Norfolk, a more than 200-acre area comprised of three public housing neighborhoods into a mixed-income, mixed-use community where all can thrive.

The People First Initiative was created in response to residents' desire for individualized supportive services to enhance their life outcomes. The City of Norfolk procured USI to implement and lead this initiative.

**Grant Overview:** With funding from the People First Initiative, USI has created micro-grant opportunities to give smaller organizations that, due to limited capacity, may not be competitive in the application for larger Requests for Proposals or to support short-term community projects. Culturally competent community-based organizations that are interested in providing supportive services or programs in one of USI's Key Service Pillars: Education, Economic Mobility, or Health and Wellness may apply for this one-time grant opportunity to serve Tidewater Gardens residents and families. Through the micro-grant program, smaller community-based organizations have the opportunity to demonstrate their ability to drive equitable outcomes for families while building capacity to potentially become eligible for larger grants through the People First Initiative in the future.

Grant funds can be utilized to support things such as staffing, benefits, program supplies, office supplies, printing, etc. Administrative overhead can not exceed 5% of the total proposed budget and a proposed fee schedule must accompany the application.

Successful applicants will receive a *one-time* grant award to support the delivery of their identified program, service, and/or initiative. As with all supportive service procurement, People First<sup>USI</sup> will select services that directly address the identified needs of the families of Tidewater Gardens as determined through the USI adult and youth assessment information

Maximum grant award (per organization): **\$7500** Deadline(s): **March 19, June 18, Sept 17, 2021**

**Grant Process:** Interested organizations should contact Kristie G. Stutler at [Kristie.Stutler@urbanstrategiesinc.org](mailto:Kristie.Stutler@urbanstrategiesinc.org) to schedule a preliminary discussion regarding programming or service ideas to ensure that the proposed services are a match for resident need areas. Once it has been determined that the proposed services and/or program are a match, complete the attached application and fee schedule emailing both as a PDF to Ms. Stutler by COB of the quarterly deadline date. Organizations not having capacity or who have questions regarding the completion of the application should detail that in their email to Ms. Stutler. Assistance may be provided in completion of the application as needed. Applications

will be due and reviewed in the last month of Quarter 1, 2, and 3 of 2021, with up to 5 awards made within the calendar year. Grantees will receive half of the awarded funds upon the execution of a Supportive Services Agreement and the remainder of the funds upon completion of the funded service and/or program.

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### APPLICANT INFORMATION

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Do you have IRS status of 501©3? \_\_\_\_ YES \_\_\_\_ NO

Please provide your Federal Tax ID or Employer ID: \_\_\_\_\_

Is your organization a certified MBE or WBE? \_\_\_\_ YES \_\_\_\_ NO

What is your organization's annual operating budget? \_\_\_\_\_

Director of the Organization: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Grant Contact Person: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's Mission Statement:

\_\_\_\_\_

Year the organization was established: \_\_\_\_\_

Number of staff: \_\_\_\_ Paid \_\_\_\_ Unpaid

### PROPOSED PROGRAM, SERVICE AND/OR INITIATIVE:

1. Briefly describe the program/service and or initiative that you propose to implement, including a description of the service as well as the number of residents you would serve, duration and intensity of service:

2. How do you know this is a need of the Tidewater Gardens community?



**Supportive Services  
Fee Schedule  
(To Be Submitted with Application)**

**Expenses Total**

<b>Category</b>	<b>% of Salary</b>	<b>Total</b>
Staffing (.25 FTE)	<b>3%</b>	<b>\$2000</b>
Programming (4 sessions with 25 participants each = 100 residents total)		<b>\$4000</b>
Supplies		<b>\$750</b>
Administrative Fees		<b>\$750</b>
<b>Total Costs</b>		<b>\$7,500</b>