



2020 Mac-Grove Mini Grants
A Program of the Macalester-Groveland
Community Council

– Cover Page –

Project Name:

Applicant:

Project Coordinator:

Phone:

Email:

Mailing Address:

City, State, Zip:

Partner organization(s) [if applicable]:

Requested Funding Amount:

Project Summary: Briefly (150 words or less) summarize the activities and objectives of your project, involvement of community partners if applicable, and anticipated outcomes.

2020 Mac-Grove Mini Grants – Narrative –

Please answer the following questions in a word document. Your narrative should not **exceed two pages single spaced** (excluding cover page and budget)

1. **Describe your project and your anticipated results.** Your response must describe how the project meets at least one of the Mac-Grove Mini Grants project goals (see grant information sheet).
2. **Describe your ability to complete the proposed project.**
 - a. Describe your and/or your group's qualifications for carrying out this project.
 - b. Identify any community partners involved in this project and describe their anticipated role(s). State whether your partnership is ongoing or a new partnership developed for your proposed project.
3. **Describe the logistics of your project.**
 - a. Describe how requested funds will be used.
 - b. Include any leveraged* or donated resources. This could include volunteer time, in-kind donations, or other funds being sought or used for this project.
 - c. Describe your plan to promote your project in the community, including any assistance you would require from the Macalester-Groveland Community Council.
 - d. Provide a simple timeline for your project, including your expected start and completion dates and any major project milestones.

* Leveraged Funds includes additional dollars supporting this project—for example, additional grants, matching funds, or direct support from another organization.

BUDGET TEMPLATE

Grant amount requested may be **up to \$1,500**. Eligible expenses include project supplies or materials, permit fees, event supplies (including food) and a one-time consultant fee that is at or below 15% of total grant funding. Operating costs and salaries/wages are not eligible for funding. Please indicate amounts in each category. Projects are not required to include items in every section.

Item	Description	Requested Funds
Promotional Materials (Flyers, posters, postcards, etc.)		
Event Related Expenses (Reserving space, food, music, etc.)		
Permitting & Fees (Reserving park space, street closures, etc.)		
Project Materials (Materials needed to complete the project)		
Additional Expenses (consultant fee may not exceed 15% of total grant funding)		
Totals		

Please use the back of this sheet to list any leveraged funds (if any) that you will bring to this project.