



QUEEN VILLAGE NEIGHBORS ASSOCIATION 2021 Community Grant Program: Spring

Questions? Email grants@qvna.org / Call or text 215.339.0975

GRANT APPLICATION

DEADLINE: QVNA Grant Application by noon on April 14, 2021 to grants@qvna.org.
Applications will not be accepted after this date and time.

Grant applications must be submitted as a typed document, and the information submitted must correspond to each number below. Please do not leave out any information – all 10 items must be included.

- 1) **Name of your Group/Organization**
- 2) **Primary Contact** Person's name, address, email and mobile phone #
- 3) **Secondary Contact** Person's name, address, email and mobile phone #
- 4) **Project/Program Leader's name**, address, email and mobile phone #
- 5) **Dollar amount of grant funding request**
- 6) **Organization History.** Provide a brief description of your group's history, goals, and past accomplishments. (Maximum 200 words)
- 7) **Project/Program Description.** Describe the project for which you are requesting QVNA funding and how it will benefit the community: (Maximum 300 words)
- 8) **Project/Program Budget.** Attach a project budget, including the cost of each item and description of need. Provide documentation of estimates acquired for necessary materials and services.

Hire of Vendors or Contractors: If your project requires the use of a vendor or contractor to provide any work or service that costs more than \$1,000 (i.e., landscaper, arborist, electrician, contractor, mason, etc.) you must include two competitive bids from licensed, insured contractors. (The business or contractor will be required to provide proof of insurance (for the protection of QVNA and the Grant Applicant) and an IRS Form W-9 PRIOR to any contracted work is performed.) QVNA encourages bid negotiation (for example, include them in PR/social media and signage. Grant funding is paying for their work. QVNA, a 501(c)(3) nonprofit civic organization.

- For projects/programs that attract participants from the community, signage must be used that acknowledges funding from Queen Village Neighbors Association.
 - For projects that create, build, repair, or physically enhance a community park, playground, mural, or structure, permanent public signage acknowledging financial support from Queen Village Neighbors Association is required. The cost for signage/plaque must be included in the Grant Funding.
- 9) **Additional Funding.** Provide a description of the group's current available funds, potential matching grants, and/or a description of the group's ability to raise additional necessary funds.
 - 10) **Project/Program Timeline.** Please provide a timetable of specific project deadlines, milestones, and proposed completion dates. (Please keep in mind that grant funding must be used within 12 months after awarded or it will be lost.)



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All grant funding will be allocated as a reimbursement or direct payment to 3rd parties. You will be submitting an Expense Report with receipts or invoices.

Each grant request will be evaluated on the following criteria:

- 1.) Degree to which the proposed project meets a community need;
- 2.) Clarity of the project description;
- 3.) Budget detail that reflects well-defined needs and reasonable costs; and
- 4.) Capacity of applicant organization to complete the project.

Grant requests are made exclusively by written application, so your organization and project description sections are particularly important and need to be clearly written.

Projects have up to 1 year from date of grant award for payout of funds. Requests for extension of funds must be made at least 45 days before end of year.

QVNA will not give money for crowdsourced projects (such as DonorsChoose.org) projects if they have funding by the time grant recipients are announced.

Grant recipients must acknowledge QVNA in any project publicity, including social media posts (including Facebook, Twitter, Instagram, etc.).

QVNA will require grant recipients to submit a written Progress Report (at six months) and a Final Report (at 12 months), including before and after photos with descriptive captions.

Reminder:

**Your QVNA Community Grant Application must be received by
noon on April 14, 2021 at grants@qvna.org.**

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Announcement of the Grants:

- QVNA Community Grants will be publicly announced in June 2021.
- Grant Applicants will be informed of QVNA's decision prior to our public announcement.