



The Fund for Germantown - Projects for Progress



Introduction

Germantown United Community Development Corporation (GUCDC) has established a Fund enabling members of the community to undertake locally impactful projects. The purpose of the Fund for Germantown - Projects for Progress Program is to support projects that have an immediate physical impact on Germantown. These intentionally small grants (typical grants are approximately \$100-\$1000) are designed to stimulate grassroots involvement in promoting a greater Germantown.

The Fund for Germantown - Projects for Progress Program is funded through generous donations from individuals and businesses. Initial seed funding was provided by local developers, Howard Treatman and Ken Weinstein. Grants will be awarded through the Germantown United Community Development Corporation. It is anticipated that 3 - 5 grants will be awarded in each round.

Eligibility

The Fund for Germantown - Projects for Progress Program awards grants to projects or programs within Germantown's borders defined by zip codes 19144 and 19138. The Program will consider proposals from groups, agencies, individual businesses, and organizations whose interests are consistent with the goals of the Program. The Program will not consider grant proposals for retroactive funding of projects already completed.

Types of projects eligible

The Fund for Germantown - Projects for Progress Program will award grants for the following types of projects:

- Community gardens and tree planting
- Facade improvements
- Public art

Germantown United CDC The Fund for Germantown - Projects for Progress

- Cleaning
- Vacant property mitigation
- Safety improvements
- Signage

Eligible projects are those that attempt to improve the beauty, cleanliness and safety of Germantown.

Types of projects not eligible

The following projects are not eligible: a) organizations operating costs; b) direct subsidy of existing services by community organizations; c) projects identified with political parties of any kind; d) projects sponsored by a for profit organization; e) organizations that practice discrimination of any kind; f) general contributions to capital campaigns; g) operating deficits or retirement of debt; h) endowment programs; and i) construction projects or real estate acquisitions.

Application procedure

Applicants should complete and submit a mini-grant proposal. The proposal requests detailed information about the need for the project, its goals, plan of action, and a budget. Use a copy of the attached mini-grant proposal form for each project submitted for approval. Should the proposal be reviewed favorably, a memorandum of agreement which provides clarification or more information about the proposed project may be requested.

2016 Application deadlines

	Due Date	Decisions Announced
1st Round	Friday, April 15, 2016	June 1, 2016
2nd Round	Friday, September 1, 2016	September 30, 2016

Guiding Principles and Criteria

Applicants must show how they are going to leverage the funds provided by attracting volunteer labor or additional funding.

GUCDC may provide guidance and mentoring in addition to funding.

The Fund will provide grants for physical improvements only. The Fund will not provide grants for operations, staffing or overhead, only materials, equipment and supplies.

Review process and evaluation criteria

Submissions will be reviewed and awards made by the fundraising committee of GUCDC. Applicants will be contacted if further information is needed. The following criteria will be used to evaluate proposals:

Significance

How well do the goals address local community concerns? How clearly are the goals and objectives stated? How many people will benefit?

Action plan

How well defined is the action plan? How closely tied is the action plan with the stated goals? Are the actions designed to change behavior? Are community members who are affected by the problem involved in the development of goals, objectives, and plans of action? Does the action plan involve collaboration among community members?

Likelihood of success

How feasible is the project in terms of time, budget requests, and available resources?

Submit completed applications by mail or email.

By Mail:

Germantown United CDC
5219 Germantown Avenue
Philadelphia, PA 19144

By Email:

fundforgermantown@germantownunitedcdc.org

Got questions?

Contact us!

Andy Trackman, Executive Director

Email: atrackman@germantownunitedcdc.org

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Application

Please type your responses, or attach additional pages as needed.

Applicant Information:

Applicant Name & Title:

Organization:

Address:

Phone Number:

Project Title:

Contact Person:

Project goal: List the broad goal(s) of the proposed project.

Project objectives: List the specific objectives for the project. List the specific changes that will result from this project. Specific aims should refer to outcomes or changes in the community that can provide an immediate physical impact on Germantown.

Relevance to community concerns: Describe how the identified problem is relevant to Germantown United CDC Goals.

Self help/community involvement: Indicate how targeted community members are involved in setting goals, objectives, plans of action, and program implementation. Describe the people that will be affected by the project and where the project will take place.

Project action plan: List the steps needed to complete the project. Complete the Action Plan at the end of the application.

Project evaluation and maintenance: Describe how you will monitor progress to identify what works and what needs improvement. Indicate how continuation of the program will be secured after the grant.

Significance: Indicate how the project is important and innovative. Indicate how the target area's identified problem is reduced as a result of the proposed project.

Germantown United CDC
The Fund for Germantown - Projects for Progress

Budget: Briefly describe expected project costs.

Personnel (existing):

Personnel (new):

Operating Expenses: (e.g. printing, telephone, postage, materials)

Other Expenses (please identify)

Budget Total

Other sources of funding for this project (list source and amount)

Other Resources Total

Budget justification: Provide an explanation for why each type of expense is needed.

Personnel (existing):

Personnel (new):

Operating Expenses (e.g. printing, telephone, postage, materials)

Other expenses:

Project schedule:

Please complete the table below.

Specific Objectives	Action	Date	Target	Actors	Location	Intended Outcome

Memorandum of Agreement (MOA)

Please sign and submit a copy of this Agreement with your application.

I will give Germantown United CDC a report of how the project went and what was accomplished no later than June 1, 20__.

I will return any money that I did not spend to Germantown United CDC by June 1, 20__ .

I will spend the money I get only on things I said I would in my budget. If I need to make changes, I will contact Germantown United CDC first.

This money is not being used to replace, or free up for other use, funds which are presently being used for other projects.

I will let Germantown United CDC staff or mini-grant volunteers check up on my program any time they wish to see how it's going and how I'm spending my money.

If my program is youth focused, I will ask youths to be involved in making decisions about the project.

I will get the best photographs I can of my project. I understand that the photographs belong to Germantown United CDC and that they will be used to show others the benefits of the mini-grants program. I will tell Germantown United CDC if someone in my project does not want his or her picture used.

I will tell others that my project is being funded by Germantown United CDC's mini-grant program and I will put this on any written materials I develop for the project .

If I am part of an organization, then my signature indicate that I'm the one who has the right to enter into contracts with others for my organization.

I will let you check my background to see that all this information I've provided is true.

Signature: _____ Date: _____

Thanks for your application!
If you are funded, we wish you great success!
If you are not funded, don't give up. Talk to someone at
Germantown United CDC about your ideas and try again next round.
We want to work with you!

Reviewer Rating Sheet

Instructions to the reviewer: Please rate each application on each of the five criteria below. For each criterion, assign a maximum of 20 points. Then add all five ratings together, to arrive at the total point score.

Creativity: How creative is the proposal?

Feasibility: How feasible is the project in terms of time, budget, and available resources?

Significance: How well do the goals address local community concerns? How clearly are the goals and objectives stated? How many people will benefit?

Action Plan: How well defined is the action plan? How closely tied is the action plan to the stated goals? Are the actions designed to change behavior? Are community members who are affected by the problem involved in the development of goals , objectives, and plans of action?

Leverage: How much can this project be leveraged to impact additional projects/enhancements in the community?

Application #	Creativity (out of 20 pts)	Feasibility (out of 20 pts)	Significance (out of 20 pts)	Action Plan (out of 20 pts)	Leverage (out of 20 pts)	Total Points (out of 100 pts)