

# FutureHeights

## Neighborhood Mini-Grants Program

### Submit Completed Applications to:

FutureHeights  
Attn: Mini-Grants Program  
2843 Washington Blvd. #105  
Cleveland Heights, OH 44118

### About FutureHeights:

FutureHeights is a nonprofit organization working to ensure a vibrant and sustainable future for Cleveland Heights and University Heights. We work as change agents by inspiring and facilitating communication, collaboration, engagement and empowerment among our residents, businesses, other community-based organizations and local government.

### The Goals of the Neighborhood Small Grants Program:

Through our Community Capacity-Building and Neighborhood Mini-Grants programs we seek to help Heights communities leverage their many assets and provide tools to enable neighborhood leaders to work together on creative solutions to the challenges that face us. Our vision is to have vibrant neighborhoods that have increased resilience through grassroots resident participation in civic life. In so doing, Cleveland Heights becomes better equipped to address challenges in the physical and social environment, drawing and activating the assets of everyday people, nonprofit organizations and public resources and departments.

### Grant Guidelines:

- FutureHeights awards grants of up to \$1,000 to neighborhood-based groups that conduct projects that strengthen their neighborhoods.
- Grants are limited to initiatives and projects being held in the City of Cleveland Heights.
- Projects must be neighborhood-specific. Groups must be comprised of neighborhood residents and stakeholders, and the project or event must be held in the same neighborhood.
- All proposed projects must be planned and led by a group of at least three unrelated community members of the neighborhood. At least one leader must live in the neighborhood.
- Projects must make use of the strengths and assets that already exist in the community. Strengths may include the commitment of the residents, active networks and strategies already in place. Assets are institutions, organizations and people whose resources, gifts and talents are used to make the project happen. Applicants are encouraged to think creatively about neighborhood assets and how they can be used to accomplish projects. Vacant land is an “asset” that can be used to provide garden space or a park.
- Grant recipients must secure a match of 20% of the amount requested from the program. The match can be in the form of cash, volunteer labor or donated goods or services—such as donated space and equipment. (For purposes of the program, the value of volunteer labor is \$12 per hour.) The value of the community assets being utilized by a group is used as a match to the grant request.
- Grant duration is up to one year. A group may apply for only one grant at a time. Groups may receive only one grant within a one-year time period.
- Grant dollars are issued on a reimbursement basis. FutureHeights will hold the money, and recipients will submit expenses with receipts and a project report for reimbursement.
- FutureHeights intends to hold two grant application rounds, one in the spring and one in the fall. The spring application deadline is March 15, the fall application deadline is Sept. 15, if funds are still available. For more information, call the FutureHeights office at 216-320-1423 or send an e-mail to [sbasu@futureheights.org](mailto:sbasu@futureheights.org). All applications must be received by 5 p.m. on the due date.

## **Frequently Asked Questions:**

### **Can an individual receive money from the Neighborhood Mini-Grants program?**

No, individuals are not eligible. Groups applying must have three or more key members.

### **Will grant dollars be distributed evenly among Cleveland Heights neighborhoods?**

We will attempt to provide some level of funding to projects from many neighborhoods. However, all grant applications will be reviewed on their merits, and some neighborhoods may receive a larger share of the money in any one funding round.

### **Is funding available for University Heights projects?**

No, currently funding is only available for programs or events that take place in Cleveland Heights neighborhoods, although we would like to include our entire service area in the future.

### **How much money will FutureHeights provide to neighborhood projects?**

FutureHeights has allocated \$6,000 for the program this year. We intend to hold two grant application rounds, one in the fall and one in the spring.

### **How large are the grants available?**

In this first year, grants will be a maximum of \$1,000. All projects require a 20% match in the form of cash, in-kind donated services, or the contribution of materials, supplies, and other program-related donations.

### **Are there any conditions on grants?**

Groups will be required to match 20% of the grant dollars either in outside funding or in-kind services and to complete assessments and evaluation forms as requested by the program.

### **Does a group need to be an established organization to receive a grant?**

No, you do not need to have 501 (c) 3 status in order to apply for the grant. In fact, FutureHeights welcomes proposals from groups that are recently formed—three or four neighbors getting together to do something in their neighborhood. We are looking for the types of groups that everyday people form out of mutual interest or a common purpose, where "members" share decision-making responsibilities and duties, and where people can come and go at will. Groups may also apply to FutureHeights to be a fiscal agent for the project. For more details on this process, contact the FutureHeights office at 216-320-1423 or [info@futureheights.org](mailto:info@futureheights.org).

### **Do one have to have attended the FutureHeights Community-Building workshop series in order to apply for a grant?**

No. Attendance in the workshop series is not required, but it is strongly recommended in order to build relationships with neighbors and develop a strong project.

### **What does “neighborhood-specific” mean?**

Groups need to implement their projects in one specific neighborhood, not in multiple neighborhoods or citywide. The reason for this criterion is we want groups to become part of the fabric of a neighborhood, not just provide a service in a neighborhood; they must be connected and engaged in the community. The best example is to be a resident in that neighborhood.

### **What does “community building” mean?**

This means creating a strong community together by discovering local assets, connecting those assets to work together, and then creating opportunities for these assets to be productive and powerful together. Community builders successfully discover and mobilize assets by creating relationships among people and connections among community groups.

### **What does “capacity building” mean?**

Learning to do new things, taking on new challenges and doing things better is all a part of capacity building. When residents learn a new skill or strategy and use it, they build their capacity. Community groups that come together to address an issue using a different process than in the past or by adding people to their group, or building new partnerships builds its capacity.

Sometimes a group needs tools or other resources to move toward their goals such particular training, information on a strategy, access to particular equipment or supplies. Taking the steps to find and utilize these types of resources is considered capacity building.

**How do you “match” your request from FutureHeights?**

By discovering and tapping the “assets” and resources in your community. There are many assets in every community, including the time and energy of residents. Each resource that supports a project has a value that can be used to match the grant request. The value of all donated goods and services are a match to the grant request. Cash can be used to match as well.

**How do you “discover” the assets and resources for your match?**

By listening to people and what they care about, you will get to know people, groups, and institutional leaders you will discover many of the strengths in your community. These can be mobilized and connected to what neighbors care about. Individuals, associations, institutions, the local economy and the physical world are all components of a neighborhood that can be a starting place for identifying assets, building relationships and connecting.

# FutureHeights

## Neighborhood Mini-Grants Program Application

### GRANT APPLICATION AND BUDGET FORM

Please complete the application and budget form as thoroughly as possible.  
Type or print your responses clearly.

#### TELL US ABOUT YOU AND YOUR GROUP

Group/Organization name: \_\_\_\_\_

Project name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact e-mail address: \_\_\_\_\_

Website address (if applicable): \_\_\_\_\_

Please indicate the exact address (or nearest address) where your project will take place:

\_\_\_\_\_

Total request from the FutureHeights Mini-Grants Program (Up to \$1,000): \$ \_\_\_\_\_

Total match amount from the neighborhood organization: \$ \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Has your organization applied for other grants for **this** project?  Yes  No

If "yes", please name the organization where you applied for funding and the amount?

- Applied to: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_ Were you Funded? (Yes / No / Pending)

The signatory declares that any funds received as a result of this application will be used only for the purposes set forth within, and that information presented in this application is accurate.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**GROUP/ORGANIZATION HISTORY**

Date the applying group/organization was established: \_\_\_\_\_

Tell us about your group. Who is in your group? How long has it existed? Why did you come together? Share some of your past accomplishments.

**DESCRIBE YOUR PROJECT**

**What issue does your project address?** (Indicate the **one** that best describes your project)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Arts                   | <input type="checkbox"/> Community planning | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Community event        | <input type="checkbox"/> Safety/security    | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Leadership development | <input type="checkbox"/> Capacity building  | <input type="checkbox"/> Health issues  |
| <input type="checkbox"/> Beautification         | <input type="checkbox"/> Education          | <input type="checkbox"/> Other _____    |

Describe the project your group wants to do. What do you want to do? Why do you want to do it? Who will maintain the project in the future? How will grant funds be used?

**LEVERAGING COMMUNITY ASSETS**

How will you leverage the assets of your neighborhood? List the community assets and resources this project will use and explain how they will be used to accomplish project goals. Assets include individuals, other community groups (associations), institutions (established non-profits, public institutions, private institutions), the local economy (local businesses) and physical space.

**NEIGHBORHOOD INVOLVEMENT**

Who are the key leaders of this project and how are they connected to your neighborhood? The group must have no less than three unrelated leaders who are responsible for this project. If you have more than three, please use a separate sheet.

- 1. Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Describe how this leader is connected to the neighborhood, how he or she became involved with the project, and what he or she will do to carry it out:

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- 2. Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Describe how this leader is connected to the neighborhood, how he or she became involved with the project, and what he or she will do to carry it out:

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- 3. Name \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Describe how this leader is connected to the neighborhood, how he or she became involved with the project, and what he or she will do to carry it out:

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**THE BUDGET**

The budget table displays two categories: supplies/materials and services. List each item in the appropriate space. Use another sheet of paper if you need more lines. **NOTE: You must have a 20% match, which can be in-kind or in-cash.** Donated in-kind professional services should be listed at market value. Other volunteer services, such as clerical or manual labor, should be listed at \$12.00 per hour. If you applied for another grant from another source for this project but don't know if you've received it yet, please write "pending" next to the listing.

Description of Item	Total Cost	FH Mini-Grant \$	Neighborhood Match \$	Neighborhood Match In-Kind
<b>Supplies and Materials (list)</b>				
<b>Services (list)</b>				
<b>Total Project Budget</b>				

**BUDGET NARRATIVE WORKSHEET**

Briefly describe the details of your project expenses to be paid for with the FutureHeights Mini-Grant Program and items for your match so that we have a better idea of costs and the use of these items for your project to succeed. **Please include price quotations for equipment and supplies, and quotes for contract services. Use an additional page if necessary.**

## APPLICATION PROCESS

Your application will be reviewed and someone will be in contact with you to confirm an interview time. All interviews will be held at the **FutureHeights office, 2843 Washington Blvd., Suite 105, 44118**. Please select **three** preferences for an interview date and time:

### Thursday, Sept. 27, 2018:

Sept. 27, 6:00 PM

Sept. 27, 6:30 PM

Sept. 27, 7:00 PM

Sept. 27, 7:30 PM

Sept. 27, 8:00 PM

### Thursday, Oct. 4, 2018:

Oct. 4, 6:00 PM

Oct. 4, 6:30 PM

Oct. 4, 7:00 PM

Oct. 4, 7:30 PM

Oct. 4, 8:00 PM