



# NEIGHBORHOOD PROJECT GRANTS SUPPORTING COMMUNITY INITIATIVES



Do you want to bring people together, get to know your neighbors better,  
and make meaningful change in your community?

**Apply for a project grant with your resident-led group!**

Orange is full of talented people with exciting ideas about how to make the city a better place. HANDS and The HUUB are supporting resident-led projects in the Heart of Orange neighborhood that build community, cultivate neighborhood leadership, expand youth activities, promote wellness and health and celebrate the city's diversity.

**Be Creative!** We want your best ideas!

During the Fall 2017 / Winter 2018 grant round. **Extra consideration will be given to projects with a focus on Community Safety** in the Heart of Orange. This is not a requirement to receive funding. Examples might include supporting a block association, have a neighborhood dinner party with a police officer, provide support to youth walking to school, organize to make your street more safe, etc. Projects without a focus on Safe Streets are also welcome and will be considered for funding as well.

## WHAT IS EXPECTED OF APPLICANTS?

- **Projects be volunteer-led and initiated by a team of at least 3 residents.**
- **Projects must impact the Heart of Orange Neighborhood and its residents.**
- **Complete and submit a project application by November 6, 2017**
- **Complete a final report within 15 days of the project's completion**

## GRANT WINNERS RECEIVE:

- ▶ Up to \$500 to support a neighborhood initiative benefitting the Heart of Orange
- ▶ Project-planning and promotional assistance

## IMPORTANT DATES FOR THE FALL 2017 / WINTER 2018 GRANT ROUND:

- ▶ Application Deadline: **November 6, 2017**
- ▶ Project Implementation Period: November 15, 2017 – February 28, 2018
- ▶ Grant Workshops at The HUUB, 35 Cleveland St:
  - **Monday October 16**, 10-11am and 5-6pm
  - **Wednesday October 25**, 10-11am and 5-6pm
  - **Tuesday October 31**, 10-11am and 5-6pm

## The Heart of Orange Neighborhood



### **APPLICATION INFORMATION:**

Please read carefully before completing the application. Specifically, each group must:

- **Have a detailed and realistic action plan.** Let us know about your project goals, plans, budget, outreach, and follow-up.
- **Be volunteer-led, without any paid staff.** Eligible groups include, but are not limited to: neighborhood, tenant and block associations, community garden groups, and school-based parent and community groups.
- **Include at least one event in your group's action plan between** November 15, 2017 and February 28, 2018 that benefits the Heart of Orange neighborhood, which is bound by Main St, Scotland Rd., Central Ave, and the East Orange town line
- **Complete a final report within 15 days of the event date.** Report should include documentation of the project or event and a detailed budget with receipts and pictures.

Recipients of Summer 2017 Neighborhood Project Grant are ineligible to apply.

**Grant funds will not cover:** rent, utilities, web hosting or development, incorporation fees, salaries, honorariums, computer equipment, political activity, projects led by teachers or civil servants without community resident collaboration, or projects without any connection to the Heart of Orange neighborhood.

For more information, questions, or feedback contact:

Charlie Wirene, The HUUB  
973-674-0010, ext 1  
[OrangeHUUB@gmail.com](mailto:OrangeHUUB@gmail.com)

OR

Dawan Alford, HANDS, Inc.  
973-678-3110, ext 24  
[Dawan@HANDSinc.org](mailto:Dawan@HANDSinc.org)



3. Project Location:

a. Please state the location of the proposed project by providing the street address.

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b. Do members of your group live or work here? Yes No

4. Resident Outreach: How will your group reach out to your neighbors to encourage participation? How will you involve neighbors in your project? How many individuals do you expect to participate? **(25 points)**

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5. Community-wide Engagement: How will your group work with local businesses, schools, and community-based organizations? **(25 Points)**

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6. Project Plan: Please include a detailed action plan that indicates all of the steps your group will take to do the project, following the format below. Add sheets if needed. **(50 points)**

<b>Action</b>	<b>Person or people responsible for carrying out the action</b>	<b>Date(s) the action(s) will take place</b>	<b>Intended outcome(s)</b>
<i>Example:</i> Distribute flyers to neighbors announcing the event and upcoming planning meeting	John Smith Linda Jones	Jan 21-22 Feb 1-2 Feb 7-8	Raise awareness about upcoming event; recruit new resident volunteers to attend planning meeting and take part in the event

7. Materials On Hand: What materials or services does your group already have access to that will support your project? **(30 points)**

Item/resource	Description of use	Source/Vendor
Example: Tent	To serve as cover for volunteer check in and supply station.	Community Church

8. Materials Needed: What materials do you need? Please provide a budget including all planned project expenses, following the format below. Your budget items should not exceed \$500. *Grants do not cover personnel or ongoing costs. Costs included in this budget should only consist of one-time expenses related to the project and/or items such as equipment or supplies. Grants will be awarded by direct purchase or check, depending on the tax exempt status of the group.* **(30 Points)**

Item	Description of use	(Optional) Source/Vendor	Cost
Example: Paint	To paint the walls surrounding the community garden.	Local Hardware Store	\$50.00
	<b>Total:</b>		

9. Moving forward: How will your group maintain or continue the changes your project is designed to achieve?(e.g., For a block cleanup, what is your group’s plan for keeping the block clean?) Please be specific. **(50 points)**

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**Section 3: Event Dates**

On what date will you hold your event/s? \_\_\_\_\_

What is the 'rain date' for your event/s? \_\_\_\_\_

*Please note that this is a firm date, so please discuss it with your group before making a decision.*

**Section 4: Grant Acknowledgement**

By signing below, the grantee confirms that it is solely responsible for the content, activities, and consequences of the event, and that regardless of funding level awarded or method of payment, the grantee confirms that HANDS and The HUUB are not liable for any problem or damage related to the execution of the grant project. The undersigned attests they are authorized to sign on behalf of the applicant/grantee group.

Signature	Title	Date
Print Name	Group Name	

**Applications can be submitted:**

In person: contact Charlie Wirene at 973-674-0010, ext 1, or by email to arrange

By Email: [OrangeHUUB@gmail.com](mailto:OrangeHUUB@gmail.com)

By Mail: Neighborhood Project Grants  
ATTN: Charlie Wirene  
The HUUB  
PO Box 998  
Orange, NJ 07051

By Fax: 973-678-0014

**For more information or questions, please contact:**

Charlie Wirene, The HUUB  
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