



Supporting Community Initiatives in the Heart of Orange and Valley Arts District

Orange is full of talented people with exciting ideas about how to make the city a better place. HANDS, The HUUB, and ValleyArts are supporting projects by resident-associations in the Heart of Orange and Valley neighborhoods that build community, cultivate neighborhood leadership, expand youth activities, promote wellness and health, and celebrate the city’s diversity. Micro-grants should improve your neighborhood and strengthen community groups. We all do our best when working together. Apply to tell us about your organization and your project. Be Creative! We want your best ideas! **Applications are due September 30, 2018.**

Neighborhood Project Grant Application

Please respond to *all* the following questions. If you need more room, attach pages as needed.

Project Title: _____

Project Neighborhood: Heart of Orange The Valley

Section 1: Group Information

- 1.1 What is your group’s name? _____
- 1.2 How many active members do you have? _____
- 1.3 Please share at least three (3) contact names for your group, including primary phone numbers and emails. If there are more members of your group, please attach a list to the application. **(15 points)**

- 1.4 What is your group’s mailing address? _____
- 1.5 When was your group formed? ____/____/____
- 1.6 Is your group a registered 501©3 or New Jersey non-profit organization? ___ Yes ___ No
- 1.7 Is this your group’s first project? ___ Yes ___ No
- 1.8 Is your group on the web? How can we follow you?

1.9 Please briefly describe your group's purpose **(25 points)**:

Section 2: Project Description

2.1 What is (are) your project's primary community focus (foci)? **(25 points)**

- Youth Activities & Leadership Health & Safety Economic Development
 Celebrating Culture & Diversity Neighborhood Beautification

2.2 Project Description: Please describe your project in detail and how it contributes to at least one of the project focus areas listed above. **(50 points)**

2.3 Project Goal(s): Please describe what you hope to achieve through this project. **(50 points)**

2.4 Project Location:

- a. At what address will the project happen? _____
b. Do members of your group live or work here? Yes / No

2.5 Resident Outreach: Who is the project's focus? How will you get neighbors actively involved? How many people do you expect to participate? **(25 points)**

2.6 Community Engagement: How will you work with local businesses, schools, and community-based organizations? **(25 Points)**

2.7 Project Plan: 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)**

| Action | Person or people responsible for carrying out the action | Date(s) the action(s) will take place | Intended outcome(s) |
|---|--|---------------------------------------|---|
| <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 |
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2.8 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 |
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2.9 Materials Needed: 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. 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 by check if the applicant group is tax exempt. (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 |
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| | Total: | | |

2.10 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)**

2.11 Event Dates: In order to allow time for application processing and grant awarding, events must be **at least four weeks** from the date you submit your application. *Please note that this is a firm date, so please discuss it with your group.*

- a. On what date will you hold your event or start your project? _____
- b. What is the ‘rain date’ for your event/s? _____

Section 3: Eligibility & Acknowledgement

3.1 Grant Eligibility

Awardees of Summer 2018 Neighborhood Project Grants (those awarded in July & August 2018) are ineligible to apply this round but will be eligible during the next round, which will open in February 2018.

3.2 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, The HUUB, and ValleyArts are not liable for any problem or damage related to the execution of the grant project. The grantee agrees to allow HANDS, The HUUB, and ValleyArts to use images or other media from their project for promotional purposes. 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, or by email to arrange

By Email: Charlie@OrangeHUUB.org

By Mail: Neighborhood Project Grants
The HUUB
PO Box 998
Orange, NJ 07050

By Fax: 973-678-0014

For more information or questions, please contact:

Charlie Wirene, The HUUB, 973-674-0010, Charlie@OrangeHUUB.org

Candace Lee, Valley Arts, Candace@ValleyArtsNJ.com

Rachel Bland, HANDS, Inc., 973-678-3110, Rachel@HANDSinc.org

