



## 2016 Shaw Helping Hands *Community Grant Application*

In keeping with Shaw Neighborhood Improvement Association's (SNIA) mission to "improve and maintain the quality of life of all Shaw residents," we offer the ***Shaw Helping Hands Grant*** program to assist those who share that vision and are taking an active part in making it a reality. We thank you for your commitment to making Shaw a strong and vibrant neighborhood and your willingness to work hands-on toward that goal.

Specifically, SNIA invites proposals to benefit the quality of life of Shaw residents. Past recipients of the grant have addressed artistic, educational, environmental, youth, and social needs in the neighborhood. Depending on requests, we anticipate funding five to six proposals.

### **Guidelines:**

1. Funding is available for not-for-profit entities or a group of individual residents.
  - a. Grants for organizations will be dispersed as a single award; expenditure of which shall be detailed in the recipient's final report.
  - b. Funding awarded to individual residents without non-profit status will only cover specific supplies for a project or program. Purchases will be made directly by SNIA or can be cost-reimbursable to the recipient.
2. Funding requests can be up to **\$2,000**.
3. Projects and programs cannot promote or oppose any political or religious cause or position.
4. Proposed projects and programs must be completed within one year of the start date.

### **Proposal Schedule**

<i>Request for Proposal Released</i>	April 5, 2016
<i>Proposals Due:</i>	May 31, 2016 by 5pm
<i>Presentations to SNIA Board:</i>	June 20, 2016 at 7pm
<i>Anticipated Award Announcement:</i>	June 24, 2016
<i>Anticipated Award Start Date:</i>	July 1, 2016

### **How to Apply:**

- *Information to Submit*
  - Cover Page
    - Project Title

- Primary Contact Information for Applicant
- Total Requested Amount
- Project Plan (4 page maximum)
  - *Problem or Need*: Briefly describe the specific need the project will seek to address. Also describe the primary persons to be affected (e.g., youth ages 10-15, families with children, residents 60 years or older)—the primary audience must be within the Shaw neighborhood.
  - *Project Overview*: State the specific goals/objectives for the project. Describe the specific activities that will be used to achieve each stated objective and the timeframe for these activities. Briefly describe the anticipated benefits for those affected.
  - *Project Team*: Describe the key individuals responsible for the project, including roles and responsibilities. Also indicate if you plan to work with any additional partners; specify who they are.
- Budget & Budget Justification
  - Budgets should include an itemized list of monies to be spent. Provide a short justification for all costs.
  - If your program or project costs more than what is being requested from SNIA, please include the total project expenses and describe any other sources of anticipated revenue.
  - Documentation of your organization's not-for-profit status (if applicable and not already on file with SNIA).

**Submission and Review:**

1. Submit all proposals to the SNIA office, 4103 Shenandoah Ave, St. Louis, MO 63110, or [snia@shawstlouis.org](mailto:snia@shawstlouis.org) no later than **5pm on May 31, 2016**.
2. Applicants are asked to present to the SNIA Board a brief overview of their proposal at the June SNIA board meeting. This is not required, but highly encouraged; board members will be voting on the top proposals they recommend funding. Presentations **MUST BE** under three minutes; no PowerPoint slides.
3. All proposals will be evaluated and funding status determined based upon their merit and available funds by the SNIA Executive Committee and Board. Additional terms or conditions may be set on awarded grants.

**Acknowledgements & Final Report:**

1. Any publicity material related to the event or project funded by the grant must include a notation that the project is supported by the Shaw Neighborhood Improvement Association through the *Shaw Helping Hands Grant program*.
2. Upon completion, a final report must be submitted to SNIA that describes the outcome of the event/project and details the use of the funding award. Recipients will be asked to present their final report at a general membership meeting of SNIA.

Please direct any questions to the SNIA office at (314) 771.3101 or [snia@shawstlouis.org](mailto:snia@shawstlouis.org).