

MICROGRANT APPLICATION

(For grants up to \$1500)

Date: _____ **Amount Requested:** _____

1. _____ name of contact person or person filling out this application.
2. _____ telephone number of contact person.
3. _____ name of tax-exempt organization to receive grant funds on behalf of applicant.
4. _____ address of sponsoring organization.
5. _____ Authorized signature of sponsoring organization.
6. Description of your project. On a separate sheet of paper please answer the following questions:
 - a) Describe your project or program.
 - b) If your project involves construction, provide a set of plans and list of materials.
 - c) In a detailed budget, list the equipment, services or materials you plan to use the grant for.
 - d) How will your project benefit residents of Crockett and/or Tormey?
 - e) Provide IRS tax determination letter as evidence that the sponsoring organization is tax-exempt.
 - f) When do you plan to begin your project?
 - g) When will your project be completed?
7. Hints on filling out the above application:
 - a) The funds for micro-grants come from the Good Neighbor Agreement with Unocal (1995).
 - b) Tax-exempt organizations in Crockett and/or Tormey, may apply for grants up to \$1,500 per project.
 - c) The aim of the micro-grant process is to provide funding to small projects of benefit to the people of Crockett and/or Tormey.
 - d) If you have any questions about this application, call the Foundation office at 787-9708 or David Hicks at 787-0451.
 - e) The application must be filed with the Secretary of the Crockett Community Foundation, PO Box 155, Crockett, CA 94525. The application must be filed no later than the first Thursday of each month., in order to be considered at the following monthly meeting of the CCF Board.

MICRO-GRANT PROCESS

- PURPOSES:** 1) To fulfill the Unocal Fund Agreement.
2) To create a quicker, simpler funding mechanism for very small grant requests than is available in the competitive, regular grant process.
- ELIGIBILITY:** Non-profit organizations serving Crockett may seek micro-grants for themselves or as sponsors for other groups. The eligibility requirements and limitations of the regular grant process apply. Grants are not made to individuals, or for the benefit of individuals. IRS requirements apply.
- PROPOSALS:** Proposals should address the stated objectives of the Foundation.
- GRANT LIMIT:** Micro-grants will not exceed \$1,500. Sectioning projects to meet this limit, will not be allowed.
- SCREENING COMMITTEE:** The Foundation will set up a sub-committee of up to twelve public volunteers who are picked for diversity. Invited to sit on the sub-committee will be representatives of Tormey and both Good Neighbor Agreement signatories. Local organizations will be asked to appoint one representative for a one year term. A minimum quorum of four is required to make decisions. No CCF Board members will serve on it. Microgrants must be submitted by the second Thursday of the month for consideration at the next regular meeting of the CCF Board.
- BUDGET:** The initial budget for microgrants will be \$7,500 per six month grant cycle. Microgrants will reduce the funds available for competitive grants and must therefore be both small, productive and publicly popular. "First-come-first-serve" is not the intent of the Board in making grants.
- APPLICATION PROCEDURES:**
- 1) Microgrant applications must be filed with the Secretary of the Crockett Community Foundation, PO Box 155, Crockett, CA 94525. Applications will be accepted at any time.
 - 2) When received by the Secretary, applications will be logged in, and copies will be made for distribution to the CCF Board, and to the sub-committee.
 - 3) The sub-committee will meet during the last week of each month to review applications received, and to hear presentations from applicants. Applications will be screened for eligibility and value to the community.

- 4) The sub-committee will vote it's recommendations on All applications which it reviews. Using a standard form, the sub-committee will send those recommendations to the Board whether-or-not funding is recommend.
- 5) The Board will consider micro-grant recommendations with minimum presentation at the first meeting of each month as a regular agenda item. The Board will make the final determination on all applications.
- 6) Funded applicants must sign grant agreements with reporting requirements and other conditions.
- 7) The Board will submit requests to EBCF that micro-grant checks be cut as soon as possible. Applicants may need to be patient.