



2019

Love Your Block

Small Grant Application

(up to \$250)

Love Your Block RVA

2019 Small Grant Application Application

Mission Statement

Empower and engage citizen volunteers to revitalize their city neighborhoods - one block at a time.

Background

In January 2012, the City of Richmond's Office on Volunteerism, Neighbor-To-Neighbor (N2N), was awarded a \$10,000 grant from Service Nation, in partnership with the Home Depot Foundation, in the form of Home-Depot gift cards toward the implementation of a Love Your Block Program. Some of the goals of this mini-grant program are to help create unique and inclusive communities and improve community safety, with a focus on sustainability the natural environment. With this initial grant, N2N funded eighteen different community-based organizations from January 2012 through April 2016, providing competitive mini-grants up to \$500 to neighborhood groups for the purchase of supplies needed for their local projects.

Since the Fall of 2016, N2N has provided LYB mini-grants (up to \$250.00) to local organizations that successfully qualify. This mini-grant initiative is open to civic associations, nonprofit organizations, faith groups, and other recognized groups that have missions to improve neighborhoods by way of service.

Important Dates

- 2019 Grant Cycle 1: Deadline for applications: March 25, 2019.
- 2019 Grant Cycle 2: Deadline for applications: August 16, 2019

Eligibility Requirements

In order to qualify for a grant of up to \$250, successful applications must demonstrate the following:

- Projects must be volunteer led
- Projects must show clear support from the community (10 non-related residents)
- Projects must address a goal that is shared by community members

Individuals, for-profit businesses, and public institutions are **ineligible** for LYB RVA mini-grants. Funds may not be used for entertainment purposes, to purchase alcohol, tobacco, firearms, weapons, surveillance equipment, street repair or any other item not approved by LYB RVA. If you have any questions regarding this policy please contact LYB at the number below

All Love Your Block projects must:

1. Revitalize a physical space (i.e. vacant lot, green space, abandoned community garden, etc.) that is underused, overgrown, or an eyesore to the community.
2. Help improve resident perception of safety.
3. Increase community connectedness through volunteerism.
4. Work with city services as necessary to enhance the projects.

Existing City Services

When applicable, city services will be coordinated to enhance projects. Utilizing existing city services will be further reviewed during the Mandatory Grantee Orientation.

Reporting

Grant recipients will be responsible for directly reporting to the City of Richmond's Chief Service Officer, Paul Manning (or a designee of his choosing) on a regular basis. This includes regular monthly mini-reports of progress (if appropriate), photographs of the completed project, a written report that contains quantitative data such as square feet of graffiti removed, number of trees planted, etc., as well as qualitative information about the project process. This will be further reviewed during the Mandatory Grantee Orientation.

For further information regarding grant guidelines, contact:
Paul.Manning@Richmondgov.com or 804-646-6528 [office]

Application Checklist:

- Completed application
- Document 10 resident volunteers
- Four pictures of the project site
- Sustainability plan
- Expense table
- Donation table

How to Apply:

Option A → E-mail to: Neighbor2Neighbor@Richmondgov.com
Option B → Mail to: City of Richmond
Parks, Recreation and Community Facilities – N2N
Attn: LYB/Paul Manning
1209 Admiral Street
Richmond, VA 23220

Other Important Dates

- **Grantees Announced** → April 2019 (for Cycle 1) and September 2019 (Cycle 2)
- **Mandatory Grantee Orientations** → April 2019 (Cycle 1) and September (Cycle 2)

Please understand that the City receives many LYB grant requests and will not be able to fund all applicants.

Love Your Block RVA Application

Small Grants (up to \$250)

Group Name:	Council District #:
Primary Contact:	Secondary Contact:
Title/Affiliation:	Title/Affiliation:
Phone:	Phone:
Email:	Email:
Group Mailing Address:	Address of Proposed Project Site:
Year Group was Formed:	How Many Volunteers are Needed for this Project?
How Did the Group Hear about LYB?	Group's Website:

(Please Fill In the Blanks Below)

Section I: Group description and demonstrated support

1. Briefly describe the mission, history, and goals of the group.

2. Has the group ever completed a project like this before? If yes, please briefly explain the project and its impacts.

3. Is the group collaborating with any other organizations on the proposed project such as non-profit agencies, faith-based organizations, or civic associations? If yes, please describe:

5-10 residents who live in the neighborhood where the proposed project would take place are required to volunteer. Please document the signatures and addresses of 5-10 non-related residents below.

NAME/SIGNATURE	ADDRESS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Section II: Project Description

Please include four pictures of the project site with the application submission. These can be sent to the Neighbor-to-Neighbor email above with the name of the group in the subject line.

1. Describe the group’s project proposal.

2. What are the goals of this project? (minimum of 1 goal)
 - Goal 1.

 - Goal 2.

 - Goal 3.

3. How does the project meet this neighborhood’s needs?

Section III: Sustainability Plan

How does the group plan to sustain the results of the project? Please document below.

Step	Goals	Resource/s needed to complete step	<u>Person(s) Responsible</u>	<u>Completion Date</u>
<i>Ex. Maintain cleanliness</i>	<i>Keep litter/debris off the group</i>	<i>Two trash receptacles that are emptied weekly</i>	<i>John Doe</i>	<i>Weekly checks</i>

Section III: Budget

Please complete the expense table for the TOTAL planned expenses of the project

Item	Quantity	Purpose	Vendor/Supplier	Cost
<i>Ex: Paint</i>	<i>2 gallons</i>	<i>Paint the garden fence</i>	<i>Home Depot</i>	<i>\$50.00</i>
Total:				

Are you seeking funding or in-kind materials from other sources? If yes, please describe below.

Complete the donation table for the project or activities:

Source	Type (Cash, Volunteers, materials)	Details	Amount
<i>Ex: Business ABC</i>	<i>Materials</i>	<i>Mulch for the garden</i>	<i>10 lbs of mulch</i>