



PO BOX 4193 • EAST LANSING, MI 48826

## ANNUAL MINI-GRANT APPLICATION

The Neighborhood Associations of Michigan's (NAM) Mini-Grant program is designed to help Michigan neighborhood associations and grassroots organizations build capacity to improve the quality-of-life in their community. Up to \$500.00 will be awarded to at least two (2) neighborhood associations or grassroots organizations that are working with other community agencies to enhance local problem solving, create partnerships, address quality-of-life issues, and/or build the capacity of the community-based organization. Projects must be completed by the deadline stated below.

### ELIGIBLE APPLICANTS

The primary applicant must be a neighborhood association or grassroots organization that meets the following criteria:

1. is currently a paid member of NAM,
2. has an organizational Statement of Purpose,
3. has defined geographical boundaries,
4. has open membership to all residents in the organization's geographical boundaries,
5. has a democratically-elected leadership, and
6. can demonstrate the capacity for fiscal responsibility.

### ELIGIBLE PROJECTS

Projects that meet at least two (2) of the following objectives:

1. enhances local problem solving,
2. addresses neighborhood or community quality-of-life issues, and/or
3. builds long-term capacity of the community group(s).

### APPLICATION PROCESS

Applicants will submit a project proposal letter (no more than two pages) to the President of NAM addressing the following points.

1. The applicant's eligibility for the award based upon the above criteria
2. A description of the proposed project based upon the following:
  - a. why this project needs to be implemented,
  - b. what are the goals/objectives for implementing the project,
  - c. how do you intend to implement the project,
  - d. what metrics will be employed to ensure the project was successfully implemented,
  - e. how the mini-grant funds will be used,
  - f. who will be fiscally responsible for the mini-grant award?

***MUST RECEIVE APPLICATION NO LATER THAN:***

***PROJECTS MUST BE COMPLETED BY:***

The NAM Mini-Grant application **MUST BE** completed and submitted via fax at (517) 884-6489, electronically forwarded by selecting the SUBMIT button at the bottom of the last page, or mailed to:

*Neighborhood Associations of Michigan  
PO Box 4193  
East Lansing, MI 48826*



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### APPLICANT INFORMATION

ORGANIZATION: \_\_\_\_\_  
CONTACT NAME\*: \_\_\_\_\_  
ADDRESS 1: \_\_\_\_\_  
ADDRESS 2: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

*\*NAM considers the individual designated as Contact Name as manager of grant finances and related reports.*

### GENERAL INFORMATION

Does your organization meet ALL of the "Eligible Applicants" requirements?  Yes  No  
If no, what requirement(s) are not met?

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Describe your project and how it relates to the "Eligible Projects" requirements.

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How will this project be implemented?

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What is the goal for implementing the project?

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## ANNUAL MINI-GRANT APPLICATION

### GENERAL INFORMATION

How will you implement the project?

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What metrics will be employed to ensure the project outcome matched original goal?

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How will the Mini-Grant funds be used?

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What other funds/resources will be used to successfully accomplish the project's goal?

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**NOTE:** Attach any additional information that will assist the NAM selection board with its decision. Decisions of the selection committee are final. All submitted application forms and supporting material become the property of NAM and will not be returned.

### FOR OFFICE ONLY

Approved

Not Approved

\_\_\_\_\_  
*President's Signature/Date*

\_\_\_\_\_  
*Treasurer's Signature/Date*