



## 2019 Community LIFT Empowerment Fund Grant Application

### GENERAL INSTRUCTIONS

1. Read all instructions and the Request for Proposal (RFP) carefully before completing any part of the application form.
2. Create a budget using the Budget Template. Here is what you'll need to do to create your budget.
  - Download the Budget Template at [www.communitylift.org](http://www.communitylift.org).
  - Complete the Budget Template with your project budget information, including itemized costs for project expenses.
  - Save the Completed Budget Template to your computer.
3. All questions must be answered (except where listed as OPTIONAL). Supplying complete and accurate information is the responsibility of the applicant. Incomplete applications will likely receive low scores by a review panel, if they are accepted at all.
4. Clearly and briefly respond to the questions asked. We recommend re-reading your answers and editing, if needed.
5. Submit your application and Budget Template by email to [grants@communitylift.org](mailto:grants@communitylift.org) or by mail to the following address: **ATTN: Empowerment Grants, Community LIFT, 119 Court Street, Suite 100, Memphis TN 38103. Mailed applications must be postmarked no later than 5:00 PM, JULY 27, 2018.**



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### **REQUEST FOR PROPOSAL (RFP)**

The Empowerment Fund Grant Program is designed to build grassroots leader capacity by supporting neighborhood-based projects that lead to: *An increased belief that people can make a difference through grassroots efforts; More people engaged in innovative solutions to improve neighborhoods; More residents working towards collective action; Increased economic activity in under-resourced neighborhoods; More advocates for investment in under-resourced areas*

### **ELIGIBILITY REQUIREMENTS**

- Projects must take place in Memphis, TN.
- Individual residents, property or business owners, neighborhood associations, or grassroots, place-based groups (total org budget must be less than \$30,000) are eligible to apply.
- Projects must be carried out in the applicant's neighborhood (applies to resident, neighborhood association, business owner or nonprofit group with budget under \$30,000)
- Projects must focus on 1 of the 4 area: People, Physical, Economic, Grassroots Organizing.

### **PROJECTS/ITEMS NOT ELIGIBLE FOR FUNDING**

1. Youth-based programs, including after-school, summer camp, recreational camps or programs
2. Costs incurred before funding is awarded
3. General operating costs (if non-profit organization)
4. Individual elementary or secondary schools
5. Alcoholic beverages, gifts or prizes
6. General miscellaneous or contingency funding
7. Contributions or donations to other entities
8. Fines and penalties
9. Lobbying
10. Marketing expenses not associated with the project

### **APPLICATION PROCESS AND KEY DATES**

- Applications will be available on Monday, June 3, 2019.
- Applications must be submitted by Friday, June 28, 2019.
- Applications can be completed via our online Google Form or available to download on our website at [www.communitylift.org](http://www.communitylift.org).

### **GRANT EVALUATION PROCESS**

All applications will go through a review process by a volunteer-led grants review committee. The committee will evaluate applications according to the following criteria: **Project Description/Community Need; Resident Engagement and Collaboration; Budget; and Project Plan**

### **AWARD NOTIFICATION PROCESS**

- Awards will be announced on July 31, 2019.
- Projects must take place within 6 months of receiving grant disbursement check. All projects must be completed by September 30, 2020.
- All grantees will be **REQUIRED TO ATTEND** an 8-hour training, prior to receiving grant disbursement check.

For more information, contact Nefertiti Orrin by phone at 901-521-4232 ext. 222 or by email at [nefertiti@communitylift.org](mailto:nefertiti@communitylift.org)



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### EMPOWERMENT FUND APPLICATION

#### CONTACT INFORMATION

1. Applicant's Name

2. Your Organization's Name (ONLY if you are applying as a neighborhood association, business owner or nonprofit)

3. Applicant's Address | Including Apartment or Suite Number

4. City, State, Zipcode

5. Email Address

6. Daytime Phone Number



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### APPLICANT INFORMATION

7. Applicant Category (YOU MAY ONLY SELECT ONE CATEGORY)

- Resident
- Neighborhood or Community Association
- Property or Business Owner
- Nonprofit Organization (UNDER \$30,000 BUDGET; CHURCHES ARE NOT ELIGIBLE TO APPLY)

8. Neighborhood where project will take place

9. Do you reside, operate a non-profit, or own a business in the neighborhood listed in Question #8?

- YES
- NO

10. Which one of the four categories does your grant project address?

- Physical
- People
- Grassroots Organizing
- Economic

**EMPOWERMENT FUND: PROJECT EXAMPLES**

People	Physical	Economic	Grassroots Organizing
Offer incentives for Neighborhood Block Club Leaders	Create a "pocket park" along a major corridor	Buy equipment to produce cheap, alternative fuel sources, re-sell to local farmers	Form advocacy group to give residents a voice in a proposed redevelopment project
Conduct a health fair	Tools and supplies for a "Cooperative Garden"	Hire from city's re-entry program to offer blight removal services for a fee	Form a neighborhood park or merchant association
Neighborhood festival to bring community together	Tools and supplies for a "Yard of the Month" competition	Create a "Pop-up-Shop" experience to attract businesses to block or corridor	Organize residents for a historic preservation neighborhood designation

COMMUNITY LIFT LIVING AND MOVING FORWARD TOGETHER

11. What is the amount you are requesting?



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### APPLICATION QUESTIONS *(Please tell us about your project.)*

12. Please summarize your project. How will the Empowerment Fund grant award be used? (200 words or less)

13. What is the community need for the project AND why are you best positioned to carry out the project? (150 words or less)



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14. What are the project goals? What do you hope to accomplish at the end of this project (for example, number of individuals participating and information learned or behavior changed)? (100 words or less)

15. What are the key activities/steps in implementing the project and what are the dates for completing each activity? (150 words or less)



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16. List any groups, businesses or other community partners working to help carry out this project and their role. Describe how you are working with other residents. (150 words or less)

**ATTACH PROJECT BUDGET (Maximum award is \$2500.00)** Please submit the budget template with all of the items that you intend to purchase with this grant award. The budget template can be downloaded on the **Memphis Empowerment Fund page at [www.communitylift.org](http://www.communitylift.org)**. While matching funds are NOT REQUIRED, we ask that you include any additional funds you have received for this project.

*Thank you for completing your application. You will be notified about your application status by July 31, 2019!*